CORRECT BUSINESS LETTER WRITING AND BUSINESS ENGLISH

JOSEPHINE TURCK BAKER

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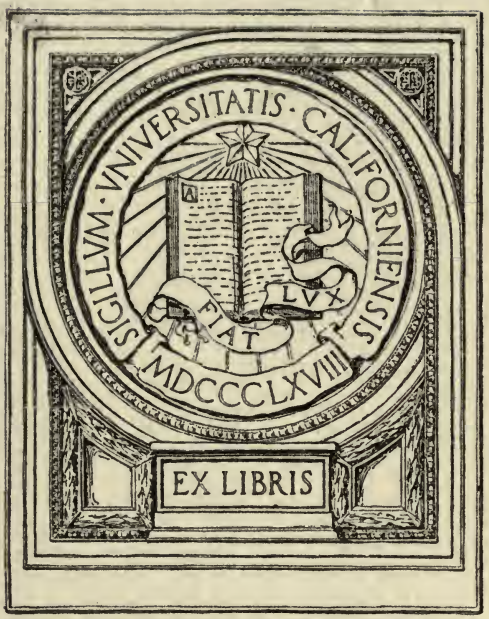
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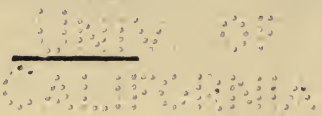
CORRECT BUSINESS LETTER WRITING AND BUSINESS ENGLISH

BY

JOSEPHINE TURCK BAKER

AUTHOR OF

Correct English: A Complete Grammar; The Correct Word: How to Use It; Correct English in the School; Correct English in the Home; Ten Thousand Words: How to Pronounce Them; How Can I Increase My Vocabulary; Art of Conversation; Art of Social Letter Writing, etc., and Editor of the Magazine CORRECT ENGLISH: How to Use It.



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CONTENTS

Page.

CORRECT FORMS IN BUSINESS LETTERS.
Models of Headings, Introductions, Conclusions, and Superscriptions for Business Letters to both men and women (married and unmarried), Individuals, Firms, and Corporations 5-18

TITLES USED IN SECULAR PROFESSIONS 19
To the President of a College, To a Professor, To a Doctor, To a Lawyer 20-21

MODELS FOR THE INTRODUCTION AND THE SUPERSCRIPTION OF LETTERS TO THE CLERGY.
To a Cardinal, To an Archbishop, To a Bishop, To a Rector, To a Priest, To a Clergyman, To a Female Superior of a Religious Order, To a Female Member of a Religious Order 22-25

MODELS FOR THE INTRODUCTION AND THE SUPERSCRIPTION OF LETTERS TO GOVERNMENT OFFICIALS.
To the President, To the Vice President, To the Speaker of the House of Representatives, To the Chief Justice of the United States, To the Justice of the Supreme Court, To the Cabinet Officers, To Members of Congress 26-28

THE BODY OF THE LETTER.
The Form.
The Initial Word.
The Paragraph.
The Structure.
The Connective.
The Tabulated List. 28-32
The Writing of Amounts in Business Letters (Contracts, advertisements, etc.). When written in full followed by figure in parenthesis; when written in full without figures; when written with figures alone 33-35

LETTERS AND ADVERTISEMENTS EXEMPLIFYING THE WRITING OF NUMBERS 36, 37

THE CONCLUSION OF A LETTER.
The Complimentary Close, the Signature 37, 38

MODELS FOR THE COMPLIMENTARY CLOSE 38, 39
Models for the Signature.
Of an Individual.
Of a Firm.
Of an Unmarried Woman.
Of a Married Woman 40-42

THE SUPERSCRIPTION.
The Contents.
The Position.
Punctuation 42-44

THE IDEAL BUSINESS LETTER—WHAT IT SHOULD BE . . . 41-54

CAPITALIZATION.
Rules and Illustrations 55-57

GEOGRAPHICAL NAMES, HOW TO CAPITALIZE THEM . . . 58-60

PUNCTUATION.
Rules and Illustrations 61-67

BUSINESS ENGLISH FOR THE BUSINESS MAN.
Comprehensive Alphabetic List of Business Words and Expressions 68-100

ABBREVIATIONS, COMPLETE ALPHABETIC LIST 101-164

ABBREVIATIONS OF MONTHS AND STATES 165-170

THE HYPHEN 167, 168

BUSINESS COMPOUND WORDS; HOW TO WRITE THEM.
Complete Alphabetic List 171-209

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FOREWORD.

The business man and the commercial student are vitally interested in the subject of Correct Letter-Writing, not only because one's business success is facilitated by the ability to write correctly, but because the written word bears the impress of the education and culture of the writer. Every progressive, intelligent person is concerned about his English, for just as his deportment evidences his breeding, in a like manner, his letter betokens either his illiteracy or his culture.

The first essential in the writing of business letters is an understanding of correct usage as applied to both form and construction. In this text, the author has aimed to set forth the requisites of correct business letter-writing by covering, in the main, the following subjects:

Correct models of the Heading, the Introduction, and the Conclusion of letters; Paragraphing; Capitalization; Abbreviations (a complete alphabetic list); Business Usage as applied to special forms of diction.

That this text may serve its purpose as a desk-book of ready reference on correct business letter-writing and business English, for both the business man and the commercial student, is the earnest wish of the author,

J. T. B.

CORRECT FORMS FOR BUSINESS LETTERS

ESSENTIAL PARTS OF A LETTER.

The essential parts of a letter are as follows:

1. The HEADING.
2. The INTRODUCTION.
3. The BODY of the letter.
4. The CONCLUSION.
5. The SUPERSCRIPTION.

Definition of Terms.

The HEADING of a letter consists of the name of the place at which the letter is written, and the date when it is written.

The INTRODUCTION of a letter consists of the address of the person to whom the letter is written, and the salutation.

The BODY of a letter is that which contains the written communication.

The CONCLUSION of a letter consists of the complimentary close and the signature.

The SUPERSCRIPTION of a letter is the address on the envelope.

MODEL.

Milwaukee, Wis., October 15, 19

Messrs. Gould & Lincoln,
Madison, Wis.

Gentlemen:

Your letter of the 12th inst., inclosing check of $25.00 in full payment of your account, is received.

Thanking you for your promptness in remitting, and hoping to receive further orders from you, we are

Very truly yours,

A. L. Johnson & Co.

By Sec.

The Heading.

The name of the town is not abbreviated, and is followed by a comma.

The name of the state is abbreviated, and is followed by a period and a comma.

The name of the month may or may not be abbreviated. When it is abbreviated, it is followed by a period; otherwise, it is not punctuated.

The day of the month is followed by a comma.

The date of the year is followed by a period.

The Introduction.

Note that *Messrs.* is followed by a period, it being an abbreviation of *Messieurs* (gentlemen).

Note that the name of the firm "Messrs. Gould & Lincoln" is followed by a comma.

Note that *Madison* is followed by a comma.

Note that *Wisconsin* is abbreviated and followed by a period. Compare this with the marks of punctuation in the address above.

Note that *Gentlemen* is followed by a colon; note also its position.

The Body of the Letter.

Note that the form *th* is used in the body of the letter, but not in the heading. It is not necessary to use the forms 1st, 2d, 3d, 10th, 15th, 22d when the name of the month is given, the present tendency being to omit them. When employed without the name of the month,

they should not be followed by a period, as they are not abbreviations.

Note that we write *2d, 3d,* and not *2nd, 3rd.*

Note that *inst.* is followed by a period, as it is an abbreviation.

Note the comma after *you.*

The comma is omitted after *am, are, oblige* and *remain.*

The Conclusion.

Note that neither *truly* nor *yours* is capitalized.

Note the comma after *yours.*

MODELS FOR THE HEADING OF BUSINESS LETTERS.

The HEADING should contain the full postal address of the writer. When long, it should be written on three lines; if not very long, it may be written either on two or three lines; when short, on one or two lines.

MODEL 1.

1201 Massachusetts Avenue,
Boston, Mass.,
October 15, 19..

MODEL 2.

201 Summit Ave., Boston, Mass.,
October 15, 1908.

OR

201 Summit Avenue,
Boston, Mass.,
October 15, 19..

MODEL 3.

Kewanee, Ill.,
October 15, 19..

OR

Kewanee, Ill., Oct. 15, 19..

Note.—If the number of the post-office box is necessary, the following is used:

Box 554,
Avondale, Mass.,
Oct. 15, 19..

OR

Box 554, Avondale, Mass.,
October 15, 19..

If the name of the county is necessary, the following is used:

Monroe, Green Co., Wis.,
October 15, 19..

NOTES.

1. The number of a street is indicated in figures; the street itself when expressed in numbers is written in figures if the number is large; if small (less than one hundred), the number is written in full; as, 1210 151st Street (or St.); 1201 Fifty-first Street (or St.).

2. A part of the heading should not be used at the beginning of the letter, and the rest at the close. The following is objectionable:

Boston, Mass.

* * * * * * *

Yours very truly,
John Brown,
1201 Summit Ave.

3. The name of the town should never be abbreviated. The name of the state is generally abbreviated unless short; Maine and Ohio should be written in full.

4. The date should be represented by words, not by figures; thus: October (or Oct.) 15, 1910, not 10—15—10.

5. When the heading consists of more than one line, the date should be placed on a separate line, as in the headings above; the following is incorrect:

201 Summit Ave.,
Boston, Mass., Oct. 15, 19...

MODELS FOR THE INTRODUCTION OF BUSINESS LETTERS TO MEN.

To an Individual.

MODEL.

Mr. John B. Brown,
1221 Michigan Ave.,
Chicago, Ill.
Dear Sir:
Your letter, etc.

OR

Mr. John B. Brown,
Chicago, Ill.
Dear Sir:
Your letter, etc.

To Firms.

MODEL 1.

Messrs. Lyon & Healy,
245 S. Wabash Ave.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

OR

Messrs. Lyon & Healy,
Chicago, Ill.
Gentlemen:
Your letter, etc.

MODEL 2.

Messrs. A. C. McClurg & Co.,
218 S. Wabash Ave.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

OR

Messrs. A. C. McClurg & Co.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

MODEL 3.

Messrs. Brown, Grey & Co.,
2205 Dearborn St.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

OR

Messrs. Brown, Grey & Co.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

When the introduction consists of four lines, the body of the letter frequently begins on the same line as the salutation; a dash then follows the colon. Sometimes the dash is used when the body of the letter is not on

the same line as the salutation, but the present tendency is to omit it. Thus:

Mr. John Brown,
220 Dearborn St.,
Chicago, Ill.
Dear Sir: Your letter, etc.

OR

Mr. John Brown,
220 Dearborn St.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

The following are correct salutations for business letters to men:

Singular.	Plural.
Dear Sir: (formal) My dear Sir: (more formal) Sir: (most formal)	Gentlemen:

Note.—*Gentlemen* is preferred to *Dear Sirs,* when addressing either a firm or a corporation. *Sirs* is always objectionable. In business letters, where a cordial relation exists, it is correct to use the salutation, "My dear Mr. Blank." "My dear Friend," or "Dear Friend" is objectionable. *My* is necessarily omitted from all salutations, whether formal or informal, when the letter is written in the plural and signed by a company or a firm.

To Corporations.

The Correct English Publishing Company,
Evanston, Ill.
Gentlemen:
Your letter, etc.

Note 1.—The title *Messrs.* is used before firm names ending with "& Co." *Messrs.* is not used when *&* is omitted. Compare the foregoing model with those which precede it.

Note 2.—When addressing a corporation, the article *the* must be used, if employed by the company; the word *company* is written in full. When *&* precedes *company,* the latter may be abbreviated.

Note 3.—While the number and the name of the street are often omitted from the address, the name of the town and of the state is generally employed; thus: the foregoing models are preferable to the following:

Mr. John Brown,
Dear Sir:

Note 4.—The salutation is sometimes followed by a comma and a dash, or simply by a comma. The use of the comma is regarded as less formal than that of the colon, and so is more especially adapted to letters of a friendly or an informal nature. In letters of a strictly business nature, the colon is preferable. Again, there is a growing tendency to use the colon in all letters formal and informal, whether of a business or a social nature. When the comma is used, or the comma and the dash, the address is then placed at the bottom of the letter and at the left side of the page; thus:

My dear Mr. Brown,
Your letter, etc.
* * *
Very sincerely yours,

Mr. John Brown,
Chicago, Ill.

OR

My dear Mr. Brown,
Your letter, etc.

* * *

Very sincerely yours,

Mr. John Brown,
2020 Michigan Ave.,
Chicago, Ill.

The following model is suggested as in accordance with the present tendency; namely, to use the colon even when the letter is informal:

My dear Mr. Brown:
Your letter, etc.

* * *

Very sincerely yours,

Mr. John Brown,
Chicago, Ill.

MODELS FOR THE INTRODUCTION OF BUSINESS LETTERS TO MARRIED WOMEN.

To an Individual.

Mrs. John J. Brown,
330 S. Wabash Ave.,
Chicago, Ill.
Dear Madam:
Your letter, etc.

OR

Mrs. John J. Brown,
Chicago, Ill.
Dear Madam:
Your letter, etc.

To a Firm.

Mesdames Brown & Gray,
330 S. Wabash Ave.,
Chicago, Ill.
Ladies:
Your letter, etc.

OR

Mesdames Brown & Gray,
Chicago, Ill.
Ladies:
Your letter, etc.

MODELS FOR THE INTRODUCTION OF BUSINESS LETTERS TO UNMARRIED WOMEN.

MODEL 1.

Miss Mary Brown,
330 S. Wabash Ave.,
Chicago, Ill.
Dear Madam:

OR

Miss Mary Brown,
Chicago, Ill.
Dear Madam:

MODEL 2.

Miss Mary Brown,
330 S. Wabash Ave.,
Chicago, Ill.
Dear Miss Brown:
Your letter, etc.

OR

Miss Mary Brown,
Chicago, Ill.
Dear Miss Brown:
Your letter, etc.

MODEL 3.

Miss Mary Brown
3305 Wabash Ave.
Chicago, Ill.
My dear Miss Brown:
Your letter, etc.

OR

Miss Mary Brown,
Chicago, Ill.
My dear Miss Brown:
Your letter, etc.

Salutations for Married Women.

SINGULAR.

Dear Madam: (formal)
My dear Madam: (more formal)
Madam: (most formal)

PLURAL.

Ladies:

Salutations for Unmarried Women.

SINGULAR.

Dear Miss Blank: (formal)
My dear Miss Blank: (more formal)
Dear Madam: (most formal)

PLURAL.

Ladies:

The title *Madam* is now generally used when addressing unmarried as well as married women, especially when the woman occupies a dignified position or is elderly. Because of the association of this title with dignity and age, many writers use it only when addressing a woman

known to hold a position of importance, using instead "My dear Miss Blank."

MODELS FOR THE INTRODUCTION OF LETTERS IN WHICH BUSINESS TITLES ARE REQUIRED.

Business Titles.

MODEL 1.

Mr. James B. Blank,
President, U. S. Mfg. Co.
Chicago, Ill.
Dear Sir: Your letter, etc.

MODEL 2.

Mr. B. H. Brown,
Department Manager, Ill. Mfg. Co.
Dear Sir:
Your letter, etc.

Although many persons write the title immediately after the person's name, the forms given above are preferable, for the reason that the title of *President* or *Manager*, for example, is not separated from the name of that which is presided over or managed.

The titles may be abbreviated to read, respectively, *Pres.* and *Dept. Mgr.*

The comma after the title (*President, Manager*) indicates the omission of *of* and *the.*

SPECIAL FORMS OF INTRODUCTIONS.

1. Brown & Green, Inc.

1. Messrs. Brown & Green, Inc.,
Chicago, Ill.
Gentlemen:

2. Firm Composed of a Man (or Men) and Married Woman (or Women).

2. Mr. John Gray & Mrs. Jane Brown,
Chicago, Ill.
Dear Sir and Madam:
Messrs. Gray & Black and Mesdames Brown & White,
Chicago, Ill.
Gentlemen and Ladies:

3. Firm Composed of a Man (or Men) and Unmarried Woman (or Women).

3. Use *Miss* and *Misses* in the place of *Messrs.* and *Mesdames.*

4. Firm Composed of a Married Woman (or Women) and a Single Woman (or Women).

4. Mrs. John Brown & Miss Jane Green,
Chicago, Ill.
Ladies:
Mesdames Brown & White & Miss Green,
Chicago, Ill.
Ladies:
Mrs. John Brown & Misses Green & White,
Chicago, Ill.
Ladies:

5. Firm Composed of Two or More Unmarried Women.

5. Misses Green & White,
Chicago, Ill.
Ladies:

6. Firm Composed of Two or More Married Women.

6. Mesdames Brown, White & Green,
Chicago, Ill.
Ladies:

7. The Toggery.

7. The Toggery,
Chicago, Ill.
No salutation.

8. A Clergyman and His Wife.

8. Rev. Mr. and Mrs. Gray,
Chicago, Ill.
Dear Sir and Madam:

OR

Dear Rev. and Mrs. Gray (or My dear, etc.).

9. A Doctor and His Wife.

9. Dr. John and Mrs. Blank,
Chicago, Ill.
Dear Sir and Madam:

OR

Dear Dr. and Mrs. Blank:

10. Moore & Moore Iron Works.

10. Moore & Moore Iron Works,
Chicago, Ill.
No salutation.

11. H. R. Edland's Electrical Works.

11. H. R. Edland's Electrical Works,
Chicago, Ill.
No salutation.

12. San Pedro Meat Market.

12. San Pedro Meat Market,
Chicago, Ill.
No salutation.

13. Thompson's (Business Firm).

13. Thompson's,
Chicago, Ill.
No salutation, *store* being understood.

Note.—By prefacing 10, 11, 12 and 13 with *Manager,* a salutation [Dear Sir] may be used.

14. John Wanamaker.

14. Mr. John Wanamaker,
New York City.
Dear Sir:

TITLES USED IN SECULAR PROFESSIONS.

To the President of a College.

President John L. Blank, LL. D.,
Northwestern University,
Evanston, Ill.
Dear Sir:

Note.—If the president of the college is a clergyman, the first line of the address should read:

Reverend John L. Blank, LL. D.,
President, Northwestern University,
Evanston, Ill.
Dear Sir:

Note.—Other forms of the salutation are "Reverend and Dear Sir" and "Reverend Doctor."

To a Professor.

Professor John Blank, Ph. D.,
Department of Chemistry,
Northwestern University,
Evanston, Ill.
Dear Sir:

In the case of intimacy, the salutation may read: "My dear Professor," or "My dear Professor Blank." (*Professor* must be written in full in both instances.)

OR

Dr. John Blank,
Professor of Chemistry,
Northwestern University,
Evanston, Ill.
Dear Sir:

In case of intimacy, the salutation may read: "My dear Doctor (or Dr.) Blank," or "My dear Doctor." If the name is omitted, *Doctor* must be written in full.

Note.—The title of *Doctor* is used only if the holder is properly entitled to it.

The title of *Professor* is properly employed only when the teacher holds a scholastic degree.

To a Physician.

Dr. John Blank,
Chicago, Ill.
Dear Sir:

OR

John Blank, M. D.,
Chicago, Ill.
Dear Sir:

In case of intimacy, the salutation may read: "My dear Doctor (or Dr.) Blank." If the name is omitted, *Doctor* must be written in full.

Note 2.—It is not correct to use the title *Mr.* or *Dr.* when the degree *M. D.* is used; thus: "Mr. Hiram Smith, M. D.," or "Dr. Hiram Smith, M. D.," must never be used.

To a Lawyer.

Mr. John Blank,
Attorney at Law,
Chicago, Ill.
Dear Sir:

OR

John Blank, Esq.,
Attorney at Law,
Chicago, Ill.
Dear Sir:

Note.—The title may immediately follow the name; as, "John Blank, Esq."

The double title "Mr. John Brown, Esq.," is incorrect.

In the case of women holding official positions or possessing titles, the same rules obtain as in the case of men. Thus, a woman is addressed as *Doctor* or *Professor*, etc., the same as if she were a man.

Esq. applies especially to members of the legal profession. It is often used, however, interchangeably with *Mr.*

MODELS.

Miss Mary Gray, A. M.,
President, Wayland College,
Wayland, Ohio.
Dear Madam:

Note.—When there is sufficient acquaintance, the form "Dear Miss Blank," or "My dear Miss Blank," may be used.

Mrs. Mary Blank, Ph. D.,
Professor of English Literature,
Wayland College,
Wayland, Ohio.
Dear Madam:

Dr. Mary Blank,
Chicago, Ill.
Dear Madam:

Note.—In the models that follow (pp.22-28) the parts may be margined up as in letters to business firms. Many writers, however, prefer to use the older style.

MODELS FOR THE INTRODUCTION AND THE SUPERSCRIPTION OF LETTERS TO THE CLERGY.

To a Cardinal.

(Introduction.)

To His Eminence, Cardinal Blank,
Cathedral, New Orleans, La.
Most Eminent Sir:

Note.—Another form of the salutation may read, "Most Eminent and Reverend Sir."

(Conclusion.)

I have the honor to remain,
Most Eminent Sir,
Your obedient servant,
JAMES BROWN.

Note.—Sometimes the complimentary close is amplified as follows:

I have the honor to remain,
Most Eminent Sir,
With profound respect,
Your obedient and humble servant,
JOHN BROWN.

To an Archbishop.

(Introduction.)

Most Reverend Archbishop Blank,
Archbishop of Chicago,
Cathedral of the Holy Name.
Most Reverend Sir:

Note.—Sometimes the Christian name is used thus: Most Reverend Archbishop John Blank.

Other forms of the salutation may be: Most "Reverend and Respected Sir," or Most Reverend and Dear Sir; the latter form, however, is used only by a clergyman or a friend.

(Conclusion.)

I have the honor to be,
Most Reverend Sir,
Your obedient servant,
JAMES BROWN.

Note.—Instead of "Most Reverend Sir," the form may be "Most Reverend and Dear Sir," or "Most Reverend Archbishop."

To a Bishop.

(Introduction.)

Right Reverend Bishop Blank,
Bishop of Chicago,
Cathedral, Chicago, Ill.
Right Reverend Sir:

Note.—Other forms of the salutation are: Right Reverend and Dear Sir, or Right Reverend and Dear Bishop.

(Conclusion.)

I have the honor to remain,
Right Reverend Sir,
Your obedient servant,
JOHN BROWN.

Note.—Instead of "Right Reverend Sir," "Right Reverend and Dear Sir," or "Right Reverend and Dear Bishop," may be used.

To a Rector of a Religious House.

(Introduction.)

Very Reverend John Blank, O. S. B.,
Rector, Brothers of St. Francis,
Elgin, Ill.

Very Reverend Sir:

Note.—The Provincial of an order or a Prior is addressed in the same way, the words Provincial of—Order or Prior being substituted for the word *Rector.*

To a Priest.

(Introduction.)

Reverend John Blank,
St. Michael's Church,
Chicago, Ill.

Reverend Sir:

OR

Reverend Father John Blank,
St. Michael's Church,
Chicago, Ill.

Reverend Sir:

OR

Reverend Father Blank,
St. Michael's Church,
Chicago, Ill.

Reverend Sir:

In addressing a minister, the same style is used as in addressing a priest, except that, instead of *Father* the title *Mr.* is used. The salutation may be placed at the beginning and the rest of the introduction at the close of the letter; thus:

Reverend Sir:

(Body of the letter.)

The Reverend James Long,
Chicago, Ill.

While the article *the* is used at the close of the letter and in the superscription (address on the envelope), it is not generally employed in the salutation.

The title *Mr.* with the Christian name as well, is not necessary with *Rev.* Thus: one writes either: "Rev. Mr. Long," or "Rev. James Long." "Rev. Long," or "The Rev. Long" is always incorrect.

Again while *Reverend* is often abbreviated in the first line of the introduction, it should always be written in full in the salutation. In fact, as has been stated, all professional titles, other than *Dr.,* should be written in full in the salutation; as: *My dear Professor James; Dear Colonel Clark; My dear Captain Maxon.*

To a Female Superior of a Religious Order.

(Introduction.)

Mother Mary,
Superior, Convent of Notre Dame,
Notre Dame, Ind.
Reverend Mother:

Note.—Some authorities give the form *Dear Madam* as the correct salutation, this being in conformity with the salutation used in addressing a male superior of a religious order.

To a Female Member of a Religious Order.

Sister (or Sr.) Hilda,
Sacred Heart Academy.
Dear Sister:

MODELS FOR THE INTRODUCTION AND THE SUPERSCRIPTION OF LETTERS TO GOVERNMENT OFFICIALS.

President.

To the President,
White House,
Washington, D. C.
Sir:

Vice President.

To the Vice President of the United States,
Senate Chamber,
Washington, D. C.
Sir:

Speaker of the House of Representatives.

To the Speaker of the House of Representatives,
Washington, D. C.
Sir:

Chief Justice of the United States.

The Chief Justice of the United States,
Washington, D. C.
Sir:

Note.—The superscriptions used in addressing all the foregoing individuals are the same as the addresses in the letter, the only difference being that *to* is omitted.

In all the introductions, with the exception of the last, observe that the preposition *to* is the introductory word. Note also that the name of the individual holding the office is not used in the models given, as it is customary to address the office rather than the individual holding it. With the exception of the President, however, some writers prefer to use the name of the individual in the address. Thus:

To the Honorable John J. Blank,
Vice President of the United States,
Senate Chamber,
Washington, D. C.

In the following address, the name of the individual is always used:

Justice of Supreme Court.

Hon. John J. Blank,
Justice, Supreme Court of the United States,
Washington, D. C.

Sir:

Cabinet Officers.

Note.—In addressing Cabinet Officers, the name of the individual may be omitted.

The Secretary of the Treasury,
Washington, D. C.

Sir:

Note.—In the superscription, the following models are used:

The Honorable
The Secretary of the Treasury,
Washington, D. C.

The Honorable
The Attorney-General,
Washington, D. C.

The Honorable
The Postmaster-General,
Washington, D. C.

Officers of the Army.

Major-General John J. Blank,
Washington, D. C.

Sir:

Officers of the Navy.

Admiral John J. Blank,
Washington, D. C.
Sir:

Members of Congress.

Hon. John J. Blank,
Washington, D. C.
Sir:

Note.—"Dear Sir" may also be used.

Note.—The superscription should read:

Hon. John J. Blank, M. C.,
Washington, D. C.

Governors.

His Excellency John J. Blank,
Springfield, Ill.
Sir:

THE BODY OF THE LETTER.

The BODY of the letter is that which contains the written communication.

1. The Date.

In business letters, the writer should mention the date on which the letter that he is answering, was written. This is necessary in order that the recipient may have no difficulty in understanding to what letter the writer refers.

Expressions like the following are used:

(*a*) "I have your letter of the 15th inst.," or "I have received your letter of the 15th inst."

(*b*) "Your letter of the 15th inst. is received" (or has been received). (When the month is named, *th* (or *st, d,* etc.) is now generally omitted.)

(*c*) "In accordance with your letter of the 15th inst.,

we are sending you," etc. (Some writers prefer to begin a letter somewhat as in the last model, in order to avoid the set form in the first two.)

(*d*) "Replying to your letter of the 15th inst., we quote you a price," etc.

Instead of beginning a letter with such expressions as, "Replying to your letter," etc., "Acknowledging your letter," etc., some writers prefer to come directly to the subject as follows: "The price of the books to which you refer in your letter of the 15th inst. is," etc.

2. The Form.

An inch of space should be left on each side of the body, if the letter is long; if short, a very wide margin can be left.

3. The Initial Word.

The initial word is placed an inch to the right of the margin of the introduction below the salutation. Some writers place it just under the colon. If the introduction consists of more than three lines, the initial word may be placed on the same line with the salutation. The dash is then sometimes followed by a colon.

THE PARAGRAPH.

A letter, when long, is divided into parts called paragraphs.

The paragraph deals with a single subject, a change of subject requiring a change of paragraph. The sentence expresses an idea or a fact; the paragraph expands the idea or the fact, bringing out such essentials as are necessary to express it comprehensively. Just as in a sentence only related ideas or facts are introduced, so in a paragraph, the same unity of expression must be secured.

1. The Structure.

(*a*) The paragraph may be composed of a single sentence, as:

"Under the circumstances, I have no hesitation in advising you to come at once, for you can undoubtedly secure a position here immediately upon your arrival."

(*b*) The paragraph may be composed of two or more sentences; and, when this is the case, care must be taken to see that the sentences are logically and closely related to one another; as:

"I believe that a conference of representatives of all forest schools and universities and colleges in which forestry is taught, might be made of great value to the general progress of forestry in the United States, as well as to the institutions which teach forestry, and to the Forest Service, which employs so many of their graduates, and which is vitally interested in the best training of foresters. Such a conference might well consider the objects and methods of forest instruction, the organization and standards of educational work in the field of forestry, the co-ordination of the work of different institutions, and the needs of the Forest Service and other employers of forest graduates."

2. The Connectives.

Connectives are words used to join the parts of a paragraph. The most important are: *and, but, or, nor, either, neither, however, therefore, consequently.* As a rule, connectives, or conjunctions, as they are also called, are used to join clauses, and not independent sentences (clauses are separated by commas, semicolons, colons, while sentences are separated by periods); but, occasionally, they are used to introduce sentences, and even new paragraphs. Conjunctions, used otherwise than as con-

nectives of clauses, should be sparingly employed. Adverbs like *again, now, doubtless, undoubtedly, certainly, surely,* are frequently used to introduce a new paragraph.

3. The Form.

The paragraph is indented; that is, the initial word begins a little to the right of the margin. The space between the last line and the paragraph that follows is generally a little wider than between that of the lines of the paragraph itself.

(Letter exemplifying the paragraph.)

Dear Madam:

Our semi-annual clearance sale of black and colored dress goods remnants commences next Monday, January 10.

The fame of this event has traveled so far, and its opportunities are so widely realized, that there is little or nothing we can say to further increase the suprising interest which always greets its announcement.

In two tremendous lots at 50c and 65c are to be found remaining cut lengths of all the best-selling dress goods we have had in stock during the past six months.

Regardless of elegance of quality, exclusiveness, or beauty of design and color, and the fact that all are $1.50, $2, $3, and $4, grades, the entire range in the above two lots will be sold at 50c and 65c.

Dress patterns, imported from Paris, and sold during this sale at the very low price of $5 each, are also an important attraction. They are all $15 values, and comprise both black and colors. Others, at $7.50 and $10, are reduced from $17.50 and $25.

The above will all be found in the Wabash building, first floor.

36 to 50-inch dress goods, black and colors, will be

found in the basement at 35c—values up to $1; at 25c—values up to 75c.

The time set for the sale is 8 o'clock.

A sales force, and floor space, both in excess of those in any previous sale, insure better service and greater convenience and comfort than ever.

Trusting that we may be favored with your attention, we are

Respectfully yours,
MANDEL BROTHERS.

A TABULATED LIST.

A tabulated list, or a statement of particulars, is detached from the body of the subject matter, and each particular is indented, the initial words being at equal distance from the margin. Any word or words that are carried over the line are themselves indented; thus:

We are sending you by U. S. express, the following books:

The Art of Conversation
The Art of Social Letter-Writing
How Can I Increase My Vocabulary?

Punctuation marks are now rarely used in a tabulated list, except where the items follow one another on the line; as:

We are sending you by U. S. express the following books: The Art of Conversation, The Art of Social Letter-Writing, and How Can I Increase My Vocabulary?

Matter to be featured is set off as follows:

1. There are two ways of conducting business—by messenger service and by mail; thus:

1. A sends an offer by his office boy to B. B delivers his acceptance to the boy.

2. A makes an offer by mail, requesting a reply by mail, etc.

THE WRITING OF AMOUNTS IN BUSINESS LETTERS.

2. Amounts are written in three ways: (a) in full followed by figures in parenthesis; (b) in full without figures; (c) with figures alone.

(a) Amounts are written in full and followed by figures in parenthesis in important business letters and in legal documents. The part that is written in full is capitalized in legal documents and frequently in business letters as well.

(*Letter.*)

"I enclose my check of Two Hundred and Fifty Dollars ($250)."

(*Contract.*)

"The first payment shall be One Hundred and Twenty-five Dollars ($125)."

(b) Amounts are written in full without figures as follows:

1. When the amount is the only one mentioned in the letter or occurs but rarely:

"I inclose ten dollars in payment of my account."

2. When the amount is small and does not occur in connection with several other amounts:

"I inclose ten cents for a sample copy of CORRECT ENGLISH. I understand that the subscription price is one dollar a year." Or, "I inclose ten cents for a sample copy of CORRECT ENGLISH. I understand that the subscription price is $1.00 a year."

Note.—When the amount is small and occurs in connection with other amounts, it is frequently written in figures, although some writers indicate no amount smaller than one dollar by figures.

In advertising, small amounts like 8 cents, 2 cents, 1 cent, are written in figures (sometimes, 8c., 2c., 1c.).

(c) Amounts are written in figures alone as follows:

1. In an enumeration of amounts (except in letters of great importance and in legal documents):

"The typwriter was $100, the desk, $50, and the chair $10."

2. The amount is written in figures when it would require several words to express it:

"During the last year he has paid $1,575.85 for office expenses."

Note that it would be tiresome to write out in full "one thousand," etc. (This rule does not apply to the instructions in paragraph a.) This rule also applies to small numbers that would be tiresome to write out in full; as, "He gave me $5.21." This rule is also applicable to isolated amounts; thus: while the isolated amount is expressed by words when the amount can be expressed by round numbers, it is written in figures in cases like that just mentioned. (See Par. b, 1.)

Fractions are written in full if they occur alone; otherwise, they are expressed by figures; thus: three-fourths, but 5¾.

Ciphers are almost invariably omitted when the amount is ten dollars or more; many firms avoid their use, even when the amount is less than ten dollars; as, "I inclose $1 in payment of my subscription." This is a matter of style and inclination; usage varies, but the tendency is to do away with ciphers altogether, except, of course, where one cipher is required, as in the amount $1.50.

In connection with the sign $, note that it should be omitted before a number of cents; thus: fifty cents or 50 cents, not $.50; but $3.50.

Amounts That Do Not Express Sums of Money.

Amounts other than those of money are governed by the same general rules; thus:

1. Figures are used in an enumeration of amounts as in paragraph c, 1:

"The manuscript that I inclose contains 3,000 words; the one that I sent you last month contained only 2,500 words."

2. If the amounts occur but rarely, spell them out unless it would be tiresome to do so:

"Statistics show that ten thousand persons have been," etc., but "Statistics show that 10,500 persons have been," etc.

3. In an enumeration of particulars, only figures are used to indicate the numbers:

Send me:

10 doz. American Family Soap
5 boxes Oswego Starch
1 bbl. Sugar

The punctuation at the end of each line is now usually omitted.

4. The age of a person is written in full:

"I am twenty-one years of age."

5. Numbers, such as "I have written to you *three* times," are written in full.

6. The number of a street is indicated in figures; the street itself, if represented by a number less than one hundred, is written in full; more than one hundred, in figures; thus:

"He lives at 517 Fifty-first Street" (or 151st Street).

7. The date in the heading of a business letter is always represented by figures; in the body (a) by figures, (b) either by figures or by full numbers:

(a) "Your letter of the 15th inst. is received."

(b) "The 5th of July was a holiday." Or, "The fifth of July was a holiday."

8. Catalogue numbers and the pages of a book (or document) with the parts, such as chapters, paragraphs, sections, rules, are represented by figures:

P. 50, Chap. V. par. 3, Rule 1.

LETTERS AND FORMS EXEMPLIFYING THE WRITING OF NUMBERS.*

(*Letter inclosing check.*)

Chicago, Ill., March 8, 1911.

Messrs. Mason & Berry,
Boston, Mass.
Gentlemen:

Inclosed find my check of Two Hundred and Fifty Dollars ($250) in payment of the accompanying bill.

Kindly return bill receipted, and oblige

Yours truly,
John M. Blank.

(*Letter ordering books.*)

Buffalo, N. Y., Jan. 11, 1911.

Correct English Publishing Co.,
Evanston, Ill.
Gentlemen:

Please send us by express, C. O. D., fifty (50) copies of "The Art of Conversation."

We need the books at once, as we have just discovered that our supply is exhausted.

Very truly yours,
Success Publishing Company,
By J. M. Blank, Mgr.

*See also, letter exemplifying the division of a letter into Paragraphs.

(2 inclosures.)

(*Advertisement.*)

500 BEST STORAGE ROOMS in the city, $1.50 to $6.00 a month, at Union Storage Warehouse, 74 Eastern Avenue. Down-town office, 75 Berkeley Street. Estimates for moving and storage.

TO LET.—Large, old-fashioned house; modern plumbing; paint, paper, and everything new; 15 rooms; will be let for $800, to private family only. J. F. F. Brigham, 42 King Street. Tel. 2907.

(*Statistics.*)

"Taking the city and county of New York as an example, we find that more than $20,000,000 was spent during 1899 in the repressing and correcting of crime, out of a total expenditure of about $90,000,000. This means a crime taxation of $6 per capita. An analysis of San Francisco's budget shows an average of $5 per capita. In smaller cities, the average is about $3.50 per capita. With these averages as a basis, Mr. Smith calculates that $1 an inhabitant in the 'open country' is a conservative estimate."

THE CONCLUSION OF THE LETTER.

The CONCLUSION of a letter consists of the complimentary close and the signature.

The Complimentary Close.

The COMPLIMENTARY close consists of expressions of civility, respect, or love, depending upon the relation that exists between the writer of the letter and the person to whom the letter is written. It should begin on a separate line and should be followed by a comma. The initial word should begin with a capital, and it should be placed near the middle of the body of the letter. Expressions

that introduce the complimentary close, such as, "I am," "I remain," "and oblige," etc., should not be placed on the same line, but should form the closing words of the body of the letter.

The following are correct forms to use in the complimentary close:

Yours truly, Yours very truly, Truly yours, Very truly yours;

Yours respectfully, Yours very respectfully, Respectfully yours, Very respectfully yours;

Yours sincerely, Yours very sincerely, Sincerely yours, Very sincerely yours;

Affectionately yours, Lovingly yours, Faithfully yours, Devotedly yours.

The forms in the first line are interchangeably used, and are appropriate for business letters where there is no special intimacy existing between the writer and the recipient of the letter; the forms in the second line are interchangeably used, but are appropriate only when the writer wishes to express respect; the forms in the third line are interchangeably used, and are correct when the relation between the writer and the recipient of the letter is somewhat intimate, less formality being conveyed by these expressions than by those in the first line.

The form "Yours truly," while frequently used, seems less courteous than the longer form "Yours very truly."

The forms in the last line are used in letters of love and friendship.

Models for the Complimentary Close of Business Letters.

Note.—The closing words of the body of the letter are given in order to show the relative position of the complimentary close to the body of the letter.

Assuring you that we can fill your order promptly, and awaiting your early communication, we are

Very truly yours,

We will send the books at once.

Yours very truly,

Hoping that you have not been inconvenienced by our delay, we are

Yours very truly,

Assuring you that if you decide to engage me, I will give you my best efforts, I am

Very respectfully yours,

I thank you for your kindness in the past, and hope for a continuance of your interest.

Very sincerely yours,

The form of the complimentary close should always harmonize with that of the salutation, the degree of intimacy expressed in the salutation corresponding with that in the complimentary close; thus: a letter beginning, *Dear Sir, Gentlemen, Dear Madam,* requires for its complimentary close, "Yours truly," "Yours very truly," or "Very truly yours," unless the writer wishes to express respect; he should then use, "Yours respectfully," "Yours very respectfully," or "Very respectfully yours." A business letter beginning, "My dear Mr. Black," "My dear Mrs. Black," requires for its complimentary close, "Yours sincerely," "Yours very sincerely," or "Sincerely yours." These three forms are often interchangeably used when the salutation is formal; as, *Dear Sir, Dear Madam,* etc., but it is better to restrict these expressions to letters in which the salutation expresses some degree of intimacy. Again, these forms are also used in friendly letters where there is not sufficient intimacy between the writer and the recipient of the

letter to admit of such expressions as, "Affectionately yours," "Lovingly yours," etc.

The Signature of a Letter.

The SIGNATURE of a letter consists of the name of the writer. It should begin on a separate line, should be followed by a period, and should be placed below the complimentary close and to the right, so that the terminal word may be about on a line with the margin of the letter.

MODELS FOR THE SIGNATURE OF BUSINESS LETTERS.

Signature of a Company.

Note.—The last paragraph of the body of the letter is given, in order to show the relative position of the signature to the rest of the letter.

Kindly see that our order is filled at once, as we are entirely out of these books.

Very truly yours,
The School-Text Publishing Company,
By John J. Gray, Manager.

Signature of an Individual.

Assuring you of my willingness to comply with your request, I am

Very truly yours,
Frederick J. Huntington.

Signature of a Firm.

If you can give this matter your prompt attention, it will greatly oblige

Yours very truly,
Hamilton & Hamilton,
By Edward P. Black, Secretary.

Signature of an Unmarried Woman.

Thanking you for your kind interest, and assuring you that I shall be glad to receive an early reply, I am

Very truly yours,

(Miss) Alice M. Freeman.

Note.—If, for special reasons, the writer uses only her initials with her surname, then the full name must be written in parenthesis; thus:

(Miss Alice M. Freeman.) A. M. Freeman.

(Ordinarily the first style is preferable.)

Signature of a Married Woman.

I thank you for the assistance that you have given me.

Very sincerely,

(Mrs. George J. Humphrey.) Mary L. Humphrey.

Signature of a Widow.

Kindly send me a sample of the goods, and oblige

Yours very truly,

(Mrs.) Margaret E. James.

Note.—A widow generally uses her Christian name. If, however, her husband has been prominent in business, social, literary, political circles, or the like, and she wishes, for special reasons, to identify herself with her deceased husband's name, she may write her signature as follows:

(Mrs. John Henry James.) Margaret E. James.

A woman must never use her husband's title. The wife of a general, a doctor, or a minister, for example, uses the name of her husband without his title. For example, the wife of Dr. John Brown signs her name as follows:

(Mrs. John Brown.) Mary E. Brown.

(In all the foregoing models, the period may be omitted at the close of the name within the parentheses.)

Note.—Some authorities indicate that when writing to strangers with whom one has no especial business relations, and when writing to servants, a woman may then use her husband's name and her title in her signature; but, generally speaking, it is better for a woman to avoid doing so. The difficulty can be overcome by writing the letter in the third person. Thus:

"Mrs. James Gray, 2120 High Street, would like to have Miss Mary White come on Monday, instead of on Tuesday."

"Mrs. James Gray, 2120 High Street, would be glad to have Mrs. Black return the curtains that she has been mending, as soon as possible."

SIGNATURES OF SOCIAL LETTERS.

In case of women, where the relation is intimate, only the Christian and the middle name (or initial) with the surname are permissible, it being taken for granted that the recipient of the letter knows the full title of the writer. In cases where the relation is not intimate, and where it is necessary that the recipient should know the name of the husband and the title of the writer, it is correct to follow the same style as in business letters. Again, in cases of extreme intimacy, where the Christian name is properly used in the salutation, the Christian name without the surname is used in the signature.

THE SUPERSCRIPTION.

The SUPERSCRIPTION of a letter is the address on the envelope.

1. The Contents.

The contents include the name, the title, and the post-office address. The post-office address gives the name

of the city or town; the state; the county, when the town is small; the street address, when the town is large; the rural route or the post-office box, when required.

2. The Position.

The first line, which consists of the name, should begin at about an inch from the left-hand edge of the envelope, and should occupy a position about midway between the upper and the lower edge. Each line that follows is placed a little farther to the right than the preceding line.

When a title is used in connection with the name of that which it is associated, it should follow the name on the line below; as:

Mr. James Blank,
President, Malleable Iron Company,
Toledo,
Ohio.
(Or Toledo, Ohio.)

The following style is also used:

Mr. John Blank
President, Malleable Iron Co.
Toledo
Ohio
(or Toledo, Ohio)

The name of the state is usually placed on a line below that of the city.

When the name of the county, the rural route number or the post-office box is given, it is usually placed at the left-hand corner of the envelope.

3. Punctuation.

Usage differs as to the punctuation of an envelope, there being a growing tendency to omit the marks, except

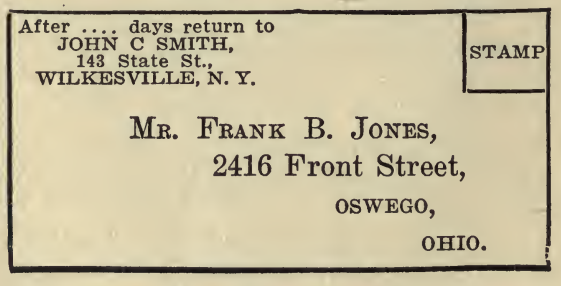
when required to indicate the absence of words or to close abbreviations; as:

Mr. John Blank
President, Malleable Iron Co.
Toledo
Ohio
(or Toledo, Ohio)

The comma after *President* indicates the omission of *of the;* the period closes the abbreviation *Co.*

The name of the county, the rural route, or the post-office box, when placed at the left-hand corner, is followed by a comma, if punctuation marks are used; this part of the address being regarded as included in the superscription the same as if it preceded the name of the state. *County,* if abbreviated, is followed by both a period and a comma.

That punctuation marks are still in general favor will be seen by the following model issued by the Post-office Department of Washington:



THE IDEAL BUSINESS LETTER.

What should the ideal letter be?

It should be grammatical.

It should be correctly punctuated.

It should be correctly spelled.

It should be free from tiresome, worn-out business expressions.

It should be brief, only those words being employed that are required to express the thought fully.

It should be courteous and tactful.

It is impossible for one to acquire a complete mastery over correct forms of diction without a thorough knowledge of the grammar of the language. It is not sufficient that a construction shall sound correct; the writer or the speaker who would be correct in his diction must absolutely know whether the form is correct and the reason why it is, or is not, as the case may be. That which one is accustomed to hear sounds correct to the unthinking person. The incorrect sentences, "I meant *to have written,*" "I hoped *to have come,*" "I intended *to have gone,*" are as musical to the ear of the cultured, as are "He *ain't,*" "It *don't*" and "He *done* it," to the ears of the illiterate.

The writer or the speaker, unfamiliar with grammatical rules, will be apt to make errors like the following:

"I should have been sorry to *have missed you;*" "I should have been glad to *have seen him;*" "I meant to *have written;*" "I intended to *have gone;*" "Your statement can be easily *proven;*" "I shall go *providing* I can leave some one in charge of my business;" "He is very well *posted* on this subject;" "I *loaned* him five hundred dollars;" "I wrote him *relative* to the matter;" "I know a *party* who will make you the loan;" "I am *through* with my work for the day;" "This is not to be *compared* to that;" "I do not *propose* to be imposed on;" "What *transpired* in my absence?" "He

worked *good* to-day;" "I am *afraid* that I cannot go;" "I *expect* that you had better go East."

The foregoing expressions sound grammatical to the ear accustomed to hear them, and yet each contains an error, the correct forms being: "I should have been sorry to miss you;" "I should have been glad *to see him;*" "I meant *to write;*" "I *intended to go;*" "Your statement can be easily *proved;*" "I shall go *provided* I can leave some one in charge of my office;" "He is well *informed* on this subject;" "I *lent* him five hundred dollars;" "I wrote him *relatively* to the matter;" "I know a *person* who will make the loan;" "I have *finished* my work for the day;" "This is not to be *compared with* that;" "I do not *intend* to be imposed on;" "What *happened* in my absence?" "He worked *well* to-day;" "I *fear* that I cannot go;" "I *presume* that you had better go East."

Learning to speak by ear is like learning music by ear—or like learning any other branch that can be scientifically taught; the knowledge that one acquires is superficial, and cannot be compared advantageously with that systematic study of rules and principles which serves as a criterion of examination by which all data may be measured.

The business man who feels deficient in his understanding of grammatical rules and their application to the requirements of business usage, should become familiar with the essentials of grammar.*

Take, for example, the participial construction, in which the participle must refer to a subject pronoun. An understanding of the grammar of the language enables the pupil to bear in mind that the participle must refer to a subject noun or pronoun. Thus, in the sen-

*Correct English: A Complete Grammar covers the essentials.

tence, "Replying to your letter of the 15th inst., the, price, etc.," the construction is incorrect, for the reason that *replying* properly refers to a pronoun *I* or *we,* whereas it is made to refer to the noun *price.*

Note.—A style, however, which has rapidly grown into favor, and which has the advantage of making it unnecessary to supply a subject pronoun, is one in which the participle is left without a subject pronoun, the ellipses of both subject and predicate verb being regarded for practical purposes as being understood. Where the ellipses occur, however, the participial construction is properly followed by a colon, and not by a period, thus:

Chicago, Ill., Jan. 1, 19..

The B. & S. Boiler Co.,
Pittsburgh, Pa.
Gentlemen:
Referring to your letters of the 6th inst.:
Upon further investigation, etc.

A Letter Should Be Correctly Punctuated.

The study of Grammar teaches the pupil the relation that the parts of a sentence bears to one another. The study of Punctuation teaches the pupil to show to the eye the relation that exists.

The fact can not be emphasized too strongly that it is only by an understanding of the Grammar of the language that one is able to determine what punctuation mark is required. Occasionally we see in a text on this subject the instruction to *feel* the punctuation marks so as to determine where they should be placed; so the pupil

often *feels* dashes, when he should *feel* commas; commas, when he should *feel* semicolons.

It is of vital importance that the stenographer should understand this subject thoroughly, for his employer in dictating letters can not call off the marks of punctuation as does the proof-reader or copy-holder in a printing establishment; although some employees are so deficient in their knowledge, that their employers are obliged to dictate important letters somewhat as follows:

Mr. John Gray,
Chicago, Ill.
Dear Sir:

Some time ago (comma) about the first of March (comma) we sent you an order for books (comma) but as yet have not received a reply (period). As we are greatly in need of these volumes (comma) we should like to hear from you at once as to when we shall be likely to receive them (period). (New paragraph) In the future (comma) when receiving orders from us (comma) please acknowledge their receipt at once.

Very truly yours,

In connection with the use of the comma there exists a general tendency on the part of stenographers and printers invariably to omit the comma before *and* in a series of three or more words; whereas, the comma should be used unless the connection in thought between the last two words is closer than between the last word before *and* and the preceding words. The following letter is illustrative of the incorrect omission of the comma before *and*.

My dear Mrs. Baker:

The following is the body of a memorandum that was written a few days since to one of the officers of this Company:

"Will you please furnish me with separate Pullman trip transportation for one berth each, Pittsburg to Columbus and return, in favor of John Blank, Chief Clerk to the Chief Engineer, Mrs. John Blank and Miss Mary Blank, wife and daughter of Mr. Blank?"

The intention was to ask for a pass for each of the three parties (should read *persons*) named, but only two passes were received, which prompted me to ask for the opinions of others as to the construction of the request. Most of the opinions are to the effect that, because of the absence of a comma after "Mrs. John Blank," the meaning of the request is not sufficiently clear, notwithstanding the presence of the word *each* in the second line and the absence of *and* between "Chief Engineer" and "Mrs." in the fourth line.

Will you please be good enough to advise (should read inform) me if (should read *whether*) the request for the passes is correct?

Yours truly,

A Reader.

A Letter Should Be Correctly Spelled.

An understanding of a few simple rules in spelling will prove helpful to the letter-writer.

It is true that the rules of Orthography are far from being absolute, there being scarcely one that has not its exception. Because of these variations, we often feel as did the school-boy who did not want to learn how to spell: "What's the use of spelling anyhow," he exclaimed; "folks know what you mean, and that's enough." But, as has been said, a knowledge of the rules of Orthography is one of the steps towards the mastery of the art of knowing how to spell.

Rules are helpful; but far more beneficial to the writer

is the daily habit of looking up every word about which he is in doubt. It is well to have a little handbook of ready reference, a dictionary of words in everyday use is the best for this purpose, for the reason that it gives not only the spelling, but also the proper syllabication of words, the general rule governing the latter being that words should be divided, when necessary to divide them, according to their pronunciation.*

A Letter Should Be Free from Tiresome, Worn-out Expressions—Phraseologies that May be grammatical, but that Have Come to be Regarded with Disfavor by Their Having Been Overused.

Such expressions, as:—"I *beg* to acknowledge your favor of the 16th inst., and in reply to *same* would *state,*" etc., are now regarded by the up-to-date letter writer almost as objectionable as the old-time expression, "I take my pen in hand," etc.

The following is a partial list of expressions that have fallen into disfavor because of their too frequent use in business letter writing:

Favor for Letter.—Say: "We have your *letter,*" not "We have your *favor.*"

Same for *It* or *They.*—Say: "*It* shall receive prompt attention," not "We have your letter and *same* shall receive prompt attention."

I Confess.—Say: "*I admit.*"

Beg to State.—Say: "We *inform* you," not "We beg to state."

We beg to inclose herewith.—Say: "We inclose."

Your valued favor or order.—Say: "Your letter or order."

We hereby agree.—Say: "We agree."

As good luck would have it.—Say: "Fortunately."

Hoping that we may be favored with an early reply.—Say: "Hoping that we may receive an early reply."

*See TEN THOUSAND WORDS; HOW TO PRONOUNCE THEM.

A LETTER SHOULD BE BRIEF.

"This Is My Busy Day. Make It Short."

This is the commandatory notice that greets the eye of the business caller, and if he is wise, he will say what he has to say briefly and to the point, and then depart. This notice placed conspicuously so that he who *sits* can read, has a tendency to curtail the verbose tendencies of the caller; and, in consequence, the business man is in a way protected from interviews unnecessarily prolonged. Not so, however, with the recipient of the business letter. Whether he will or not, he is frequently obliged to wade through pages of subject matter when a half dozen lines would suffice to tell the story.

Brevity is one of the chief requisites in letter writing. A letter should be brief, except where a previous correspondence has invited a more extensive elucidation of the facts of interest to both the writer and the recipient of the letter. A letter should not, however, be so condensed that its meaning becomes obscure. The writer of the business letter should say specifically what he has to say, in order that no possible confusion can arise. Some very well meaning persons who have learned that a business communication should be brief, mistake undue condensation for brevity; and, as a result, the recipients of their letters fail to understand the meaning to be conveyed. A letter like the following, for example, is so brief as to be obscure in meaning:

Common-Sense Publishing Co.,
Boston, Mass.

Gentlemen:

Saw your ad. in March number of your magazine. Kindly give full particulars.

Yours truly,

John E. Brief.

Now, this advertisement may be one of several about which "particulars" might be sent; and, in consequence, the recipient of the letter would be unable to determine whether to send particulars pertaining to the "Offers to Agents;" "Announcements to the Advertisers;" or "Rates for Clubs of Ten;" etc.

The writer of this business letter has certainly been brief; he has borne in mind that it is the recipient's busy day; and has "made it short;" but he has not lightened the labors of his reader, for his letter is so ambiguous that the company to whom it is addressed must write for information as to which *ad.* the inquirer refers,—an unnecessary task had the writer of the *brief* letter expressed his meaning specifically, So we see while, generally speaking, a business letter should be brief, it should, at the same time, be so explicit that but little time need be consumed in reading it.

One of the faults made by the writer who aims to be brief is the omission of the subject pronoun. The writer of the business letter has read somewhere that he should not use the pronoun *I* unnecessarily, and so he omits it entirely; in consequence, his decapitated letter is utterly lacking in that personal element which is so important in correspondence—that impress on the letter which makes the recipient feel that he is having a personal interview with its writer. The business man who prides himself on the brevity of his letters, and especially upon the omission of the personal pronoun *I,* dictates to his stenographer as follows:

Messrs. Black & Grey,
New Haven, Conn.
Gentlemen:

Received your letter of the 21st inst., and in reply

would state that the books came to hand in fine shape. Would ask as a special favor that you deliver all goods, in the future, to me via U. S. express, as have a frank with that company. Will write again relatively to my order of last week. Yours truly,

JOHN J. BRIEF.

This unnecessary omission of the *I* is about as senseless as would be that of the second person *you* or *your*. No business man would dictate a letter as follows:

"Favor of 21st inst. received, and if will enter order now, we can give discount of three per cent. Will see by our list price that our offer is exceptional."

In other words the personal pronoun *I* should not be omitted any more than should the pronoun *you;* it is only its unnecessary and tiresome repetition that must be avoided.

A LETTER SHOULD BE PERSONAL.

A letter should be personal; that is, it should read as the writer would talk were he present.

Naturalness of expression is as vitally necessary in letter writing as in speech. The nearer the writer can approach a conversational style, the more effective will be his letter. The present tendency is to avoid circumlocutions, and complimentary phrases, and to begin one's letter as one would a conversation, observing throughout a cordial and personal tone, as if talking directly to the person addressed,—as if he were actually present in person.

A LETTER SHOULD BE COURTEOUS AND TACTFUL.

A good rule to observe is the old-time mandate, Never write a letter when out of humor. The business man has his patience severely tried by letters received from irate

correspondents who for some cause, fancied or real, write disagreeable letters.

The truth of the Biblical saying, "A soft answer turneth away wrath," can, in the majority of instances, be demonstrated; for a prompt response, written in a kindly vein, is, as a rule, all that is necessary to appease the wrath of the person who feels that he has been treated unfairly.

When receiving letters, written in an angry spirit, the recipient must try to understand the situation from the writer's point of view in order that he may respond courteously and tactfully. Every business house has its Complaint Bureau; human nature is not perfect, neither are business tactics; in consequence, there is always cause for complaint, more or less. Letters of complaint should receive all the attention and consideration possible, so that the good will of the customer or client can be conserved.

CAPITALIZATION

Use capitals in an enumeration of particulars; thus:

3 bbls. Granulated sugar
1 case Early June peas
1 bu. Potatoes
2 sacks Java coffee
2 boxes Ivory soap

The words indicating the amount ordered (bbls., case, bu., etc.) are not capitalized. In connection with the use of a comma after each enumeration, and of the period at the close, note that they are now generally omitted in business usage.

Use a capital to begin an important statement or to ask a question.

"Resolved, *That* in order to succeed, we must persevere."

"I wish to make this statement: *If* we do not persevere, we shall not succeed."

Use capitals to begin the important words in the title of a book or in the subject of any other composition.

I have just finished reading "Romola," by George Eliot.

Note.—Headings of essays and chapters should be in capitals; as, Chapter I, Article 11, Letter Writing and Punctuation.

When the titles of books and essays are quoted, the nouns, pronouns, adjectives, verbs, and adverbs should begin with capitals, while the prepositions and conjunctions should begin with small letters. The article (the,

a, an) begins with a capital only when it is used as the initial word in the title.

Locke's "Essay on the Human Understanding."

I will lend you my book, "How to Enjoy Pictures."

His essay was entitled, "How to Speak and Write Correctly."

I have just finished reading "The Game," by Jack London.

(*The* is capitalized.)

I saw the article in the New York Sun.

(*The* is not capitalized.)

Use capitals for the names of the points of compass when they denote sections of country; when they denote mere direction, use small letters.

We are going to visit friends in the *East* (section of country).

I have never traveled farther *south* (direction) than Chicago, but I have made the acquaintance of some very charming *Southerners* here in the *North.*

I like the *North* as well as the *South.* I shall go *South* next winter.

Use capitals for words that denote an important event in history.

The *Civil War* lasted four years. The *Battle of Lexington* marks the beginning of the *Revolutionary War.*

TITLES.

President, Secretary, Treasurer, etc., should be capitalized when used specifically as a title or in connection with a proper name; when used merely as an explanatory element, it should not be capitalized; thus: Honorary President Meighton, etc. John Blank, President of the Luther Paper Company; John Blank, the president of the Luther Paper Company. Mr. Charles Smith, Presi-

dent of the R. I. Trust Company; Mr. Charles Smith, the president of the R. I. Trust Company. In such constructions as, "The *Treasurer* submitted the following report," "The *President* then arose and addressed the members," it is correct to capitalize the word in question, because it is used, for the time being, in place of the name itself. The present tendency, however, is to use capitals sparingly, and in consequence, the small letter in the last two constructions would be permissible.

Use capitals for the titles in a salutation.

My dear *Father;* My dear *Mother;* Dear *Cousin Jane.*

The rule applies equally to written conversation; thus: "Where are you going, *Mother?*" What did you say, *Cousin Emma?*"

When the title is used merely to express relationship, it is not capitalized. Thus, in the conclusion of a letter one writes: "Your sincere *friend;*" "Your affectionate *brother;*" so in conversation, "I told my *mother* that I should not go;" "I am younger than my *brother.*" When, however, the word expressing the relationship is used in place of the name, it should be capitalized; as, "I told *Father* that I should not go."

Universities, Schools, Churches.

University, College, School, Church should be capitalized when used as a part of the name; as: Yale University; Vassar College; Sheffield Scientific School; Chicago Theological Seminary; The Methodist Church.

Party.

Party is usually written with small letter; as, "The Democratic *party.*"

A. M. and P. M.; a. m. and p. m.

A. M., the abbreviation of *ante meridian,* and *P. M.,* of *post meridian,* are written with either capital or small letters, although capitals are preferred by many.

GEOGRAPHICAL NAMES—HOW TO CAPITALIZE THEM.*

Geographical names are capitalized when used specifically to form proper names; but when used generally, they are not capitalized.

The Red *River;* The Susquehanna *river;* The *rivers* of Asia; The Green *Mountains;* The Rocky *Mountains;* The *mountains* of Colorado; Michigan *City;* New York *City.*

(*a*) *River* forms a part of the proper name "Red River," but it is not necessarily a part of the name "Susquehanna," for example; in the first construction, the word *river* cannot be omitted, while in the second, it can be omitted; thus: "The Red" would not make sense, whereas, a river, especially when large, may be referred to as "The Susquehanna," "The Missouri," etc.

(*b*) *Mountain* is usually capitalized, as the proper name can hardly be regarded as complete without the use of the descriptive name; thus, while we may refer to the *Rockies,* we can not say "The Rocky." In the proper name, "The Green Mountains," both words are necessary to express the meaning.

(*c*) *City* is capitalized in Michigan City," as it is a part of the name. While some writers would not capitalize *city* in "New York City," the word should be capitalized, for the reason that it is used, for the time being, as a part of the name in order to distinguish the name of the city from that of the state.

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*From Correct English: A Complete Grammar.

GEOGRAPHICAL NAMES USED SPECIFICALLY. (Both names are required to form the proper name.)	GEOGRAPHICAL NAMES USED GENERALLY.
The Pacific Coast	The western coast of England
The Red Sea*	The Mediterranean Sea*
The Red River	The Hudson river
Michigan City	The city of Chicago
Cook County	The village of Wilmette
Dobbs Ferry	The town of Lake
Long Island Sound	Lake Michigan is one of a chain of lakes.
The Great Lakes	
Lake Michigan	

(*d*) Some authorities would use small letters in such names as, "Grover's *Lane,*" "York *Place,*" "Davis *Street,*" "Cook *County*;" but these variations from the rule confuse the writer who wishes to adopt a uniform style of capitalization; in consequence, it would seem better to employ capitals in each instance, for the reason that the name is not complete until both words are used.

(*e*) Again, when one of the names is not restrictive in its use, the name that follows it should be capitalized; thus: "The Pacific" means the *Pacific Ocean;* "The Mississippi" means the *Mississippi river;* hence in the names, "The Pacific Coast," "The Mississippi Valley," the words *coast* and *valley* should be capitalized, for the reason that they are required to complete the meaning.

(*f*) Usage varies as to the capitalization of *river,*

*We may refer to "The Mediterranean," but not to "The Red;" hence, *sea* is a part of the name in the *Red Sea,* and, in consequence, should be capitalized.

ocean, mountain, for the reason that two rules are in opposition to each other. Rule 1 requires the capital, because the name is used specifically, while Rule 2 requires small letters, because the omission of the descriptive name does not affect the meaning.

(*g*) Because of the non-restrictive use of such words as *state, territory, government,* these words are capitalized in such constructions as, "The State of Illinois," or "Illinois is a State;" "The Territory of Alaska," or "Alaska is a Territory;" "The French Government" or "The Government of France." *State* and *government* are also capitalized when used in place of the proper names; as, "The State has made a new law;" "The Government has decided to enlarge its navy." (Note that *state, territory,* and *government* have other uses; thus: "state" may mean *condition;* "territory," *a tract of land;* "government," *control.*)

(*h*) In the following constructions, the words in italics should not be capitalized:

The *tropic* of Cancer; the *tropic* of Capricorn; the *arctic* and the *antarctic circle;* the *polar circle;* the *equator;* the *torrid* zone; the *north* and the *south temperate zone;* the *eastern* and the *western hemisphere;* the *northern* and the *southern hemisphere.*

The foregoing constructions are used merely to indicate geographical lines of position, and not real places; hence, they need not be capitalized.

(*i*) *Valley* and *Stream* should be capitalized in the expressions, "The Mississippi Valley," "The Gulf Stream," because used specifically. *The Great Basin,* meaning the *Cordilleran region,* is capitalized; but *basin* in the "Kongo basin" is not capitalized.

PUNCTUATION.*

The following rules of Punctuation are especially applicable to business usage:

The chief marks of punctuation are: the comma, the semicolon, the period, the interrogation point, the marks of quotation, the apostrophe, and the parenthesis.

The Comma.

The following rules govern the use of the comma:

1. Use a comma before *and* in a series, unless the connection in thought between the words that it immediately connects is closer than between the last word and the preceding words.

We wish berths reserved for James Black, John Gray, and Thomas White. (Three berths for three persons.)

We wish berths reserved for James Black, John Gray, Thomas White and brother. (Three berths for four persons.)

2. Use a comma after a long subject.

The fact that many of the leading publishers are making great efforts to secure the passage of this bill, is evidence of the general interest that has been created.

3. Use a comma (a) after a noun clause when long, and (b) after a short noun clause ending with a verb.

(a) That the work of carrying on an extensive business and attending to all the details is difficult, no one will dispute.

(b) That he has failed, does not concern you.

4. Use a comma before a clause beginning with *who*

*An exhaustive exposition of all the rules is given in CORRECT ENGLISH: A COMPLETE GRAMMAR.

or *which* only when the meaning is "and he" (*she, it,* etc.).

Your employer, who is a man of strict integrity, would agree to these terms. "Who is a man," etc., is equivalent to saying "and he is a man," etc.

"The goods, which were in perfect condition when purchased, were entirely ruined in transit."

4. Omit the comma before *that, who,* or *which,* when "and he" (*she, it,* etc.) cannot be substituted.

This is the man *that* called yesterday.

This is the man *who* called yesterday.

These are the goods *which* were ruined in transit.

Note.—*That* is generally regarded as preferable to *who* or *which* when "and he" (*she, it,* etc.) cannot be substituted.

5. A transposed participial phrase is set off by a comma.

Replying to your letter of July 5, we quote you the following prices.

Note.—It is incorrect to use any punctuation mark other than a comma in constructions like the foregoing. The use of the period (or the colon), as in the following, is incorrect; thus:

Referring to your letter of July 5. We, etc. [See p. 47.]

6. An intervening participial phrase is set off by commas except where it is not strictly parenthetical.

The manager, depending on his subordinates to carry out his plans, left all the correspondence in charge of his secretary." (Parenthetical.)

A manager depending solely on his subordinates to carry out his plans can not succeed. (Not strictly parenthetical.)

Note.—In the first sentence, the participial phrase is equivalent to "*who* depends;" in the second, to "*that*

depends." (Compare with the illustrations under Rules 3, 4.)

7. Use a comma after the following adverbs introducing a sentence: *Again, besides, first, secondly, thirdly, lastly, finally, hence, therefore, consequently, moreover, nay, now, indeed, thus, nevertheless.*

Note.—The adverb introducing the sentence modifies the entire construction.

8. Adverbs parenthetically used are set off by commas.

Nothing, *however,* can mend this defect.

9. Adverbs that modify some other part of speech are not set off by commas.

"However necessary it may be, I shall not decide now."

Note.—In the foregoing sentence, *however* modifies *necessary,* and so is not set off by a comma. In the following sentence, *however* modifies the entire construction, and so is set off by a comma.

"*However,* it is not necessary to decide this question now."

The rules that apply to adverbs apply also to adverbial phrases and clauses; thus:

On the last day of April, we mailed you a statement. (Transposed adverbial phrase.)

In looking over our accounts, we find that we mailed you, on the last day of April, a statement. ([*a*] Transposed adverbial phrase; [*b*] intervening adverbial phrase.)

Before we can send you a full statement, we shall be obliged to go over the accounts. (Transposed adverbial clause.)

"We are sorry to say that, before we can send you

a statement, it will be necessary," etc. (Intervening adverbial clause.)

10. Use a comma to separate the parts of a compound sentence where the connection in thought is close.

"The books were mailed on the day that the order was received, and the bill was sent at the same time." (Connection in thought is close.)

The Semicolon.

The semicolon is used to separate parts that are not closely connected in thought.

"The books were mailed on the day that the order was received; the bill was not sent until several days later. (Connection in thought is sufficiently remote to admit of a semicolon.)

The Period.

Rule.—Use a period after every abbreviation.

Jas. B. Blank.

Jas. B. Blank, M. D.

Some writers use periods after Roman letters; others omit them; as: Chapter X., or Chap. X; Rule VII.

Note.—Periods are used after titles, headings, and side heads, except in advertising matter and in the title pages of books and magazines.

The Interrogation Point.

Rule.—Use an interrogation point after every direct question.

When shall our representative call, in the morning or in the evening?

Note.—When several questions have a common dependence, usage varies as to the repetition of the interrogation point. The following styles are both used:

"What is the meaning of all this delay? of all this neglect of our interests? of all this disregard for our wishes?"

"What is the meaning of all this delay; of all this neglect of our interests; of all this disregard for our wishes?"

Quotation Marks.

RULES.

1. Use quotation marks for all direct quotations; omit them when the quotation is indirect.

He writes as follows: "I will come on Thursday." (Direct quotation.)

He writes us that he will come on Thursday. (Indirect quotation.)

2. A quotation within a quotation is set off by single marks.

Our client writes as follows: "I am in receipt of a letter from my partner, who says: 'I shall do nothing in this matter until I hear from you.'"

Note.—The number of marks at the close must represent the marks used.

Position of the Quotation Marks.

Rule.—Quotation marks properly follow the comma, the semicolon, and the period.

"We cannot overcome these difficulties," our client writes.

I take "Harper's Monthly," "The Century Magazine," and "The Fortnightly Review."

They offer to close the deal, as they put it, "without another day's delay;" but we are hardly in a position to take advantage of their offer.

Our client writes: "It is impossible for me to come."

The Interrogation Point with Quotation Marks.

Rule.—If the interrogation point refers only to the words quoted, it must be placed within the quotation marks; but if it refers to the rest of the construction, it must be placed outside the quotation marks.

Our client writes, "May I have an immediate answer?"

Did your client write, "May I have an immediate answer"?

Note.—The same rule applies to the exclamation point.

The Parenthesis.

Rule.—Marks of parenthesis are used to separate expressions that have no vital connection with the rest of the sentence. The words within the parentheses are punctuated the same as in an independent construction, with the exception of the last word, which is subject to a special rule; thus:

When the word preceding the parenthesis requires a punctuation mark, the mark is placed before the parenthesis if the last word within the parentheses is punctuated; if not, the punctuation mark is placed after the parenthesis.

While we, as publishers, desire to increase our subscription list, (and what publisher does not?) we do not wish to increase it at a loss. (Comma properly precedes the parenthesis, for the reason that the last word within the parentheses is punctuated.)

While we, as publishers, desire to increase our subscription list (and all publishers desire to do so), we do not wish to increase it at a loss. (Comma properly follows the parenthesis, for the reason that the last word within the parentheses is not punctuated.)

The Independent Parenthesis.

Rule.—A parenthesis is independent when it is preceded by a period. The last word within the parentheses must then be followed by a period.

He inquired whether we had shipped the goods. (By way of explanation, we could not answer this question at that time.)

The Apostrophe.

Rule.—The apostrophe is used to indicate the omissions of letters, and in special cases, to indicate plurals and possessives.

He *doesn't* care to go. (*Does not.*)

We have no more *6's* and *7's* (*6es* and *7es*).

'11 (instead of *1911*).

Dot your *i's* and cross your *t's*. (Plural.)

How many *m's* are there in this page? (Plural.)

Note.—The apostrophe is not used when the figures are written in full; as: "There are four *threes* in this line;" "There are two thousand *ems* in this page."

Note.—For use of apostrophe in names used by business firms, see the department entitled, "Business English," *The Apostrophe.*

BUSINESS ENGLISH FOR THE BUSINESS MAN.

Note.—The following rulings on the use of business terms are from THE CORRECT WORD: HOW TO USE IT.

A full and comprehensive list of almost every conceivable form of correct diction is contained in THE CORRECT WORD: HOW TO USE IT. In this text there is space for only a comparatively few words.

Above.

The use of *above* as an adjective in such constructions as, "the *above* address," is censured by some authorities; but it conforms to the business employment of the language. Careful speakers prefer such constructions as "The address given *above;*" or "The *above* mentioned address," for the reason that *above* can then be properly construed as an adverb.

Addressed.

The wording *addressed,* formerly used in the superscription of a letter to be delivered by hand, is now omitted.

Accede and Concede.

Accede is specifically used in the sense of *to yield;* as, "*to accede* to one's request;" *Concede* is used in the sense of *to admit as true, to grant privileges;* thus: in nice usage, we *accede* to one's terms, or one's requests, and *concede* to the truth of a statement; to a franchise.

Accept and Accept Of.

Of is always superfluously used with *accept,* thus: "We *accept* your terms," not "we *accept of* your terms."

Acknowledgment.

The spelling *acknowledgment* is preferable to *acknowledgement.*

After Having.

After is superfluous in the sentence, "*After having* seen him, I returned home."

After, Afterward and Afterwards.

After, afterward, and *afterwards,* meaning *later in time,* are interchangeable in meaning. We say with equal propriety: "He came three hours *after,* or *afterward* or *afterwards.*

Ago and Since.

Since is preferable to *ago* when referring to events that are recent; *ago* is preferable to *since* when referring to events that are not recent; as, "a few days *since,*" but "a year *ago.*"

Agreeably With.

The adverb *agreeably,* and not the adjective *agreeable,* is required in such constructions as, "*Agreeably with* your request, we send," etc., because it is the verb that is modified.

Note, too, that the preposition *with* seems more closely to express the meaning than does *to, agreeably with* meaning *conformably with.*

All Of.

Of is not required in such constructions as "*all of* our assets;" "*all* our assets" fully expressing the meaning. The same rule applies to "almost all."

All Ready and Already.

All ready means *quite prepared;* as, "I am *all ready* to go." *Already* means *by this or that time; previously to,* or *at some specified time,* or *the time present, thus*

early; even then, or *even now;* as, "He has *already* performed the task."

All Right and Alright.

All right is correctly written only as two words.

All-Round Man or An All-Around Man.

"An all-round man" is the correct form.

Alternative.

Other is superfluous in such constructions as, "There is no *other alternative.*" Again, *alternative* is used only of two things; in consequence, such expressions as, "There are *three alternatives,*" are incorrect.

Although, Though.

Although and *though,* meaning *in spite of the fact that,* are interchangeably used; as, "I shall go, *although* (or *though*) I am hardly able to do so."

Amounts.

The plural *amounts* is correct in such constructions as, "We donate the *amounts* set opposite our names."

Annual and Yearly.

Annual and *yearly* are interchangeable in meaning; as, "His *annual* (or *yearly*) income is two thousand dollars;" "This is our *yearly* (or *annual*) clearing sale."

Answer and Reply.

An *answer* is a response or rejoinder,—spoken or written to a question (expressed or implied), request, appeal, prayer, call, petition, demand, challenge, objection, argument, address, letter, or to anything said or written. A *reply* is a response, written or spoken, in return for something that seems to call for it, as to give the information sought in a question, or to defend oneself or some one else against an attack. The following slight

distinction is made between the uses of these words: An *answer* is a response to a question or a charge, a *reply* is a response to an assertion; the latter implies more thought and intelligence than the former.

Apostrophe in Names of Business Firms.

There is a general tendency to omit the apostrophe in the titles employed by business firms and corporations; thus: "The Studebaker *Bros.* Manufacturing Company," instead of "The Studebaker *Bros.'* Manufacturing Company."

Appertain and Pertain.

Appertain and *pertain* are interchangeably used, and are equally correct.

Appreciate.

Note.—*Appreciate,* opposed to *depreciate,* means *to increase in value;* hence, such expressions as, "The property *appreciates* from year to year," although censured by some critics, are correct.

Appreciate Highly.

Highly is superfluous in such constructions as, "We *appreciate* your services *highly,*" for the reason that *appreciate* means *to place a sufficiently high estimate on.*

Apprehend and Comprehend.

Apprehend means to *perceive;* as, "I *apprehend* danger." *Comprehend* means to *understand;* as, "I *comprehend* your meaning."

Balance.

The use of *balance* in the sense of *remainder* or *rest* is incorrect in such constructions as, "The *balance* of the evening was spent in looking over the accounts." *Balance* is an accountant's term, and properly is used of that which must be added to the less or subtracted from

the greater of two amounts, as receipts or expenses, in order to make them equal; and as it does not properly denote what is left after a part has been taken away, as indicated it should not be used in the sense of *remainder* or *rest.*

Been To.

Been to is colloquial; *been in* or *been at* being regarded as correct, according as the case may require; thus: "I have *been in* the city;" "I have *been at* my office." It is difficult to avoid the use of *been to,* for the reason that *been at* or *in* does not seem wholly to convey the meaning.

In business usage, such expressions as, "We have *been to* a good deal of trouble on this account " are common; *been at,* however, seems preferable.

Beg.

The use of *beg* in such constructions as, "I *beg* to state," is censured, (a) as being an overworked term, and (b) as hardly expressing the truth.

Bill, Invoice, Statement.

A *bill* is a statement of an account or of money due; a paper setting forth the amount of a debt, as for goods delivered, or for services rendered. An *invoice* is a list sent to a purchaser or a consignee, containing the items of merchandise purchased, with the prices and the charges. A *statement* is a bill for money due.

Black and White's Contract.

"Black and White's contract" is correct, for the reason that single possession is indicated. If, however, a pronoun is substituted, the possessive form is used; as, *"Your and White's contract."* See *Possessives.*

Bookkeeper, Bookkeeping.

Bookkeeper and *bookkeeping* are properly written without a hyphen.

Boughten Suit or Dress.

Boughten is colloquially used in the United States for *purchased.* It is, therefore, not in accordance with the best usage of the language.

But Him.

Used as a preposition, in the sense of *except, but* must always be followed by the objective case; as, "There was no one at home but *him* and *me* (not *he* and *I*).

But That and But What.

But that means *except the thing referred to; but what* means *except that which;* as, "I do not know *but that* I shall go." "I have nothing *but what* (*but that which*) you gave me."

Collective Nouns.*

A collective noun may be either singular or plural; as, *committee, committees; company, companies.* When plural, it always requires a plural verb. When singular, it requires a singular verb, unless special reference is made to the individuals represented by the noun, when it requires a plural verb, thus:

The *committee has* adjourned.

The *committee are* all of the same opinion.

See *Company.*

Company Is or Are.

Company should be treated as singular unless it becomes necessary to refer to the individuals represented by this collective noun. Thus we write, "The *company is* erecting a new building." "The *company disagree*

*A full exposition of collective nouns is given in THE CORRECT WORD; HOW TO USE IT.

among themselves as to," etc.; or, again, "The *company have* accepted our proposition, and write that *they,*" etc. (The use of the plural verb *have* in this sentence is made in order to avoid a shift of number. To say "and write that *it,*" etc., suggests an inanimate body, and, hence, the plural form *they* is preferable.)

Company (or the Firm) That, Who, or Which.

If the *company* (or the *firm*) is thought of collectively, use either *that* or *which.* If thought of as individuals, use *that* or *who,* as the case may require. Thus: (collectively) "The *company* (or the *firm*) *that* (or *which*) *pays* the highest salaries to its employees, *does* not always *receive* the best service." (The clause introduced by *that* is restrictive, and, in consequence, *that* is preferable to *which.*)

Our *company* (or *firm*), which, by the way, has always had unlimited credit, has gone into bankruptcy. (Clause introduced by *which* is non-restrictive,—adds a new fact,—and so is introduced by *which, that* always being incorrect when a new fact is added. Note that a comma precedes *which* and that it does not precede *that.*)

(Individuals are referred to.) The *company* (or *firm*), *who have* offered me several inducements to cooperate with them, *are* now *divided* in *their* opinions as to the possible outcome of their latest transaction.

Compare With and Compare To.

Use "compare *with*" when representing the relative merits of the things compared; "compare *to*" when likening one thing to another; thus:

"*Compare* this cloth *with* that, and tell me which you prefer."

"He *compared* his stenographer *to* a machine."

The wording, "This is not to be *compared with* that,"

or "We cannot *compare* this *with* that," is properly used to convey the meaning of inferiority of one of the things compared.

Compensation and Remuneration.

Compensation means that which is given or received as an equivalent, as for services, debt, loss, etc. *Remuneration* is a compensation for personal services; as, "The pleasure *compensates* for the pain," "He was *remunerated* for his work by an increase in his salary."

Confess and Admit.

In its chief use, *confess* means *to make an admission of wrongdoing;* and, as it is a stronger word than *admit,* the latter is preferable when used merely to acknowledge the truth of a statement, or to acknowledge a mistake. One *admits* a mistake, *acknowledges* a fault, and *confesses* a sin or a wrong. Instead of saying, "I *confess* that I am entirely ignorant of the facts," one preferably says, "I *admit,*" etc.

Contents.

Contents is plural in form and plural in meaning; as, "The *contents* of your letter *surprise* me." Occasionally, however, where the context favors a singular construction, the singular verb is used; as, "The *contents* of the *jug is* vinegar."

Correspond To and With.

Correspond to means *answer* or *conform to;* as, "Does this description *correspond to* your idea of what the place is like?" *Correspond with* means to communicate with by written word; as, "They *correspond with* each other."

Cos.

The plural of *Co.* (abbreviation of *company*) is *Cos.*

The possessive singular is *Co.'s;* the possessive plural is *Cos.'*

Daily Journal.

Journal means *daily;* in consequence, such wordings as *daily, weekly,* and *monthly journals,* are incorrect, *daily* being superfluous, and *weekly* and *monthly* not expressing the meaning. One properly says, for example, "A *daily* (or *weekly*) newspaper;" "A *monthly* (or *quarterly*) magazine."

Damage.

Damage should not be used in the sense of *cost* or *charge;* as, "What is the *damage?*" "I'll pay the *damage,*" instead of "What is the *cost?*" "I'll pay the *cost.*" *Damage* is correctly used in the sense of *hurt* or *injury;* as, "No human being can arbitrarily dominate over another without grievous *damage* to his own nature." The plural form *damages,* of which the incorrect use of *damage* is a perversion, is correctly used as a law term, meaning money that is recoverable as amends for a wrong and injury sustained; as, "The plaintiff was awarded merely nominal *damages.*"

Data.

Data, pronounced either *day'ta* or *da'ta* (*a* as in *ask*), but not *dah'ta* (*a* as in *father*), is a plural noun; in consequence, constructions like "What *is* the *data* in the case?" are incorrect, the plural verb *are* being required instead.

Deal.

Deal, in the sense of *transaction, agreement,* or *arrangement,* is incorrect. Instead of saying, "I have a *deal* on hand," one should say, "I have a *transaction* on hand."

Deal With.

Deal, in the sense of *discuss,* is properly followed by *with,* and not by *on* or *of;* as, "The subject *deals with* the necessity for taxation on personal incomes."

Dear and My Dear.

Dear is regarded as less formal than *my dear* in the salutation of a letter.

Decreases.

Decrease is properly pluralized in such constructions as, "These are the *decreases,*" the word meaning "amounts that have become lessened."

Depositary and Depository.

A *depositary* is a person with whom anything is left or lodged in trust; a *depository* is a place where anything is lodged for safe-keeping; as, "He made his banker his *depositary;*" "He placed his important papers in the *depository* of the First National Bank."

Different Than or To.

Different than, or *to,* is always incorrect, *from* being required instead; as, "This is *different from* that."

Differently is likewise followed by *from;* as, "This books is bound *differently from* that."

Differ From and Differ With.

"Differ *from*" is used in the sense of "different *from*" to express a difference; as: "Character *differs from* reputation;" "I *differ from* him in my political views." "Differ *with*" is used to express *disagreement by word of mouth; dispute;* as, "They *differ with* each other every time they meet."

Direct and Address.

Direct, in the sense of *address,* as to *direct* a letter, is criticised by some writers, but this use is recorded as

correct. Possibly the tendency to employ *address* to the exclusion of *direct,* is one that should be encouraged.

Direct and Directly.

Direct is an adverb, as well as an adjective. As an adverb, it is used interchangeably with the adverb *directly* to indicate *in a straight line or course;* as: "He went *direct* to the point," "He went *directly* to the point;" "Ship the goods *direct* from St. Louis," or "Ship the goods *directly* from St. Louis." *Direct* is construed as an adjective in such sentences as, "Make the shipment *direct* (shipment [to be] *direct;* that is, a *direct* shipment); and, as an adverb would not conform to the requirements of grammar in constructions of this kind, *directly* would be incorrect. When the idea to be conveyed is *without the intervention of any medium, directly* more closely expresses the meaning, *direct* not being used in this sense; as: "He voted *directly,* and not through a representative;" "Please correspond with me *directly* in this matter."

Directly and Immediately.

Directly, in the sense of *immediately,* as, "I will come *directly,*" is correct. When used in the sense of *as soon as,* both, *directly* and *immediately* are objectionable. Instead of "*Directly* he arrived, he called on his employer," *as soon as* should be used.

Dispatch and Despatch.

Dispatch takes precedence over *despatch.*

Else and But.

Else is properly followed by *than,* and not by *but.* One correctly says: "It was *no one else* (or *no other*) *than* he;" or, "It was *no one but* him." (Observe that the nominative *he* follows *than,* and that the objective *him* follows *but.*)

En and In.

An an affix, when *en* and *in* are both recorded, precedence is given to *in* in the spelling of *inquire, inquirer, inquiry,* by both Century and Standard. In the spelling of *inclose,* Century prefers "*in*close;" Standard, "*en*close." In "*en*dorse" and "*in*dorse," Century favors "*in*dorse;" Standard records that the affix *in* is preferable in legal and commercial use; *en,* in literary use." To simplify the matter, it might be well to use the affix *in* in all these words and follow this style invariably; as, *inquire, inquirer, inquiry; inclose, indorse.*

Enclose and Inclose.

See *En* and *In.*

Enclosed (Inclosed) please find.

Please is criticised by some writers as superfluous in the expression, "Enclosed (inclosed) *please* find my check." Inasmuch as *please* softens the imperative form it should hardly be criticised. The difficulty can be overcome by substituting the shorter wording, "I (or we) inclose," etc.

Enclose (Inclose) Herewith.

Herewith is superfluous in the wording, "I inclose *herewith.*" It might be well to eliminate it and write simply, "I inclose."

Endorse and Indorse.

See *En* and *In.*

Endorse (Indorse) and Approve.

Endorse (indorse) should not be used in the sense of *approve.* Instead of saying, "I *indorse* his conduct in this matter," one should say, "I *approve* of his conduct in this matter."

Equally as.

As is superfluous when preceded by *equally,* for the reason that *as* itself expresses equality. One properly

says, "I like this *equally* well as that," or, "I like this *as* well as that," but not "I like this *equally as* well as that."

Every Confidence.

Every should not be used in the sense of *entire* or *implicit,* or without the adjective *kind,* or some modifying word; as, "I have *every* confidence in him;" "He gave me *every* attention." "*Entire* (or *implicit*) confidence" and "*Every kind* of attention" are the correct forms. *Every* is distributive, and in consequence can not modify a noun incapable of being separated into parts.

Every Once In a While.

Instead of using such expressions as, "I go there *every* once in a while," one properly says, "I go there *once* in a while," or "I go there now and then," or "I go there every little while." "Once in a while" is a meaningless phrase.

Except and Excepting.

Except and *excepting* (preposition) are interchangeably used; as, "I have finished all *except* (or *excepting*) this."

Final.

Final is used of that which is ended or completed; in consequence, such expressions as "The *final* end," or "The *final* completion," are incorrect, *final* being superfluous.

Financial, Monetary, Pecuniary.

Financial applies to public funds, to the revenues of a government, or to large private transactions. *Monetary* and *pecuniary* apply to transactions between individuals. *Monetary* relates more especially to actual money, a *monetary* transaction being one in which money

is involved. *Pecuniary* relates to that in which money is indirectly involved; as, one's *pecuniary* affairs, difficulties, etc. We speak properly of the *financial* affairs of the government; of the *monetary* transactions between individuals; of giving *pecuniary* aid to an individual.

Fill Out or Fill In the Blank.

Either "Fill *out* the blank," or "Fill *in* the blank" may be used.

Financial and Fiscal.

The *fiscal* year, referring to the financial accounting done in a year's time, in the affairs of a nation or of a private business, is preferable to the *financial* year. (In the United States, the *fiscal* year ends June 30.)

Firstly.

Firstly is always incorrect, *first* being the form of both the adjective and the adverb.

First, Second, Etc.; First, Secondly, Etc.

The adjectives *first, second, third,* etc., are required when the noun is modified; the adverbs *first, secondly, thirdly,* etc., when the verb is modified; as: "The following are my reasons: *first,* I have no time to give to the matter; *second,* I know of no one whom I can recommend; *third,*" etc. (First reason, second reason, third reason.) "The disturbance was caused, *first,* by the explosion of the boiler; *secondly,* etc.; *thirdly,*" etc. (*Was caused first, secondly,* etc.)

Forty Million or Forty Millions.

Among the forty *million* people," etc., is the correct form; the rule being that when such words as, *hundred, thousand, million,* etc., are preceded by a numeral, sufficient plurality is expressed to admit of the omission of the letter "s."

See *Pair* and *Pairs.*

Hand a Statement and Inclose a Statement.

One properly says, "I *inclose* a statement of your account," not "I *hand* you a statement," etc., *hand* being properly used when the transmission is made by hand.

In or On Behalf of.

In and *on* are interchangeably used in the expressions "*in* behalf of" and "*on* behalf of."

Instalment and Installment.

The spelling in *instalment* takes precedence over *installment.*

Indorse and Endorse.

See *En* and *In.*

Indorse (Endorse) on the Back.

"On the back" is superfluous in the wording, "Indorse the check *on the back,*" the phrase being implied in the word *indorse,* which means *to write upon the back of.*

Informed and Posted.

Informed, and not *posted,* is required in such sentences as, "He is *well-informed* on such matters." Again, *post* should not be used in the sense of *inform;* as, "I wish you would *post* me before I go."

Inquire and Enquire.

See *In* and *En.*

Invoice and Inventory.

An *invoice* is a list of goods and their prices sent by the seller to the purchaser. An *inventory* is a list of the goods owned by an individual, a firm, or a corporation.

See *Bill.*

Jr. and Sr.

A title is used with *Jr.* or *Sr.;* as, "Mr. John Smith, Jr.;" "Mr. John Smith, Sr." *Jr.* or *Sr.* must be set off by comma.

Kindly and Please.

Kindly and *please* are interchangeably used in such constructions as, "*Kindly* send me particulars of your course in English," or "*Please* send me," etc.

Kindnesses.

Kindness may be pluralized; as, "We thank you for your many *kindnesses.*"

Is Received, Has Been Received, Was Received.

"*Is* received" denotes present time; "*has been* received," time up to the present; as, "Your letter *is* received" (just received); "Your letter *has been* received" (at any time up to the present); "*was* received" denotes a specific time in the past; as, "Your letter *was received* yesterday."

Its, It's, and 'Tis.

Its, written without an apostrophe, is the possessive form of *it;* as, "A pronoun agrees with *its* antecedent in number." *It's,* written with an apostrophe, is a colloquial contraction for *it is;* as, "*It's* better to wear out than to rust out." *'Tis,* with the apostrophe preceding *t,* is chiefly restricted to poetic uses; as, " *'Tis* the glad Christmas tide."

Join Issue and Take Issue.

In nice usage, "*join* issue" means *to admit the right of the denial of a statement.* "*Take* issue" means merely *to deny.*

Limited.

Limited is often faultily used for *small, slight,* and other words of like meaning; as, "He had a *limited* (*slight*) acquaintance with the business;" "The book was previously sold at the *limited* (*low* or *reduced*) price of one dollar;" "His pecuniary means are likely to remain quite *limited.*" *Limited* is admissible when suggesting the reverse of unlimited wealth; as, "His income is not *limited* to the extent that you suppose."

Line.

Line, used in the sense of *kind,* or *business,* or again in other senses where specific words may be used to express the meaning, is not in accordance with the best employment of the language. Instead of saying, "In what *line* of business are you engaged," one properly says, "In what *business* are you engaged," or "What *kind* of work are you doing?" Again, such expressions as, "He talked for several minutes along that *line,*" should be avoided. One should use specific language; as, "He talked for several minutes on that subject," or "in connection with that subject."

Loaned and Lent.

Lent and *lend,* not *loaned* and *loan,* are the correct forms. *Loan* is properly used only as a noun; thus, "I *lent* him (or I will *lend* him) the money;" "He asked me for a *loan.*"

The expression "Money to *loan*" is correct, *to loan* being properly a noun (verbal) with the preposition *for* understood but not expressed.

Memorandum.

Memorandum has two plurals, *memorandums* and *memoranda.*

Messrs. Before the Name of a Club or a Corporation.

The title *Messrs.* being required only before firm names ending with "& Co.," should not be used in addresses like the following:

Messrs. Mid-Day Club,
Messrs. Midland Elevator Co.,
Messrs. Superior Consolidated Gas Co.

Nothing Like.

Nothing like is incorrectly used in the sense of *not nearly*. Instead of "This is *nothing like* so good as the last stock," say "This is not *nearly so* good," etc. *Nothing like* is properly used in such constructions as, "There is *nothing like* being good."

O. K.

The origin of *O. K.* is obscure, but it is said to have originated with Andrew Jackson, who used it as an abbreviation of "All Korrect."

Usage varies in the writing of the past and participle forms of *O. K.* Thus, *O. K.d* or *O. K'd.; O. K.ing;* or *O. K'ing*. Of course, grammatically considered, there is really no past or perfect tense form of *O. K.*, except as usage has established it. As to whether *O. Kd.* and *O. King.* could be regarded as correct, there is no like abbreviation upon which one may base a decision. It would seem that either *O.K.d* or *O.K'd.; O.K.ing* or *O.K'ing* would be correct abbreviations.

The plural forms *O. K.s* and *O. K's* would likewise be equally permissible, the apostrophe being used in special instances to indicate the plural number.

One or Two Days' Notice.

"We thank you for giving us one or two days' notice on this shipment," is correct.

Although preceded by the singular modifier *one*, as

well as by the plural modifier *two,* the noun *days* is plural in order to conform to its plural modifier.

The singular verb would be required in such constructions as, "One or two days' notice is all that I wish," for the reason that *notice* is the subject.

Over and More Than.

Instead of saying, "We have written him *over* ten letters," say "We have written him *more than* ten letters."

Part.

We say properly:

"An important *part* of the new plan *has* been the demonstrations;" "The important *part* of the various plans *are,"* etc.

The singular verb *has* is required in the first sentence, for the reason that *part* is construed as singular, the context "of the new *plan"* showing that the meaning is singular; the plural verb is required in the second construction for the reason that the context indicates plurality.

Party.

Party should not be used in the sense of *person.* Instead of saying, "I know a *party* who will lend you the money," one properly says, "I know a *person* who will lend you the money."

Party is properly used as a legal term or to indicate a number of persons; as, for example, in the wording, "The *party* of the first part;" "Our *party* will sail next week."

Per cent.

Per cent. is singular or plural, according to the context; as, "Twenty *per cent.* is a high commission;" "Twenty *per cent.* of the immigrants were Germans."

Per cent. being an abbreviation of *per centum,* is followed by a period.

Per Secretary and By Secretary.

One properly writes "*By* Secretary," not *Per* Secretary.

Per Year.

Per is a Latin preposition, and is properly joined only with Latin words; as, *per annum, per diem,* not *per year,* or *per day.* The forms *per invoice, per letter,* however, have the sanction of commercial employment. Instead of saying, "The magazine is one dollar *per year,* or ten cents *per copy,*" one properly says, "The magazine is one dollar *a* year, or ten cents *a* copy."

The Period or the Interrogation Point at the Close of the Letter.

When it is impossible to use an interrogation point, as in the conclusion of a letter, then the interrogative form should be changed to the declarative; thus: instead of saying, "Will you kindly be present, and oblige?" etc., one should say, "Kindly be present, and oblige," etc., or "Will you kindly oblige me by being present?"

Such constructions as the following require revision:

Will you kindly correct the inclosed article and return it at your earliest convenience, and greatly oblige.

Yours very truly,

JOHN BLANK.

It is impossible to punctuate the sentence correctly, for the reason that an interrogation point is required; and, as it properly belongs at the close of the construction, which would be after the name, *John Blank,* the request must be re-written. Besides, a rhetorical rule is violated, in that too many ideas are crowded together. The construction should read:

Will you kindly correct the inclosed article and return it to me at your earliest convenience? If you will do so (or *by doing so*), you will greatly oblige

Yours very truly,

JOHN BLANK.

PLURAL CONSTRUCTIONS.

40 Foot Clause or 40 Feet Clause.

The singular form *foot* is required in such constructions; as, "This is subject to a 40-*foot* detached risk clause."

Pair, Dozen.*

Some words have both a singular and a plural form; thus: *pair, dozen.* When preceded by a numeral, these words, whether singular or plural in meaning, take the singular form; but when not preceded by a numeral, they take the plural form.

Of is frequently omitted; thus, "a dozen eggs," instead of "a dozen *of* eggs;" "two dozen eggs," instead of "two dozen *of* eggs;" but not "there are several dozen eggs," instead of "there are several dozens *of* eggs."

SINGULAR IN FORM AND SINGULAR IN MEANING.

This *is* a new *pair* of gloves.
There *is* a *dozen* of eggs in the basket.

SINGULAR IN FORM AND PLURAL IN MEANING.

There *are* two *pair* of gloves in the box.
There *are* two *dozen* of eggs in the basket.

PLURAL IN FORM AND MEANING.

There *are* several *pairs* of gloves in the box.
There *are* several *dozens* of eggs in the basket.

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*A full exposition of the concord of subject and verb in special constructions is given in THE CORRECT WORD: HOW TO USE IT.

Plural and Singular Nouns.

The following nouns, although plural in form, are regarded as singular, and so are followed by singular verbs: *amends, news, summons, gallows, politics, physics, optics, mathematics. Summons* has a plural form, *summonses.*

The following nouns may be used either in the singular or in the plural: *means, odds, pains, wages.*

This means (or *these* means) *was* (or *were*) used to influence him.

No pains *is* (or *are*) taken to make it pleasant.

The odds *is* (or *are*) in his favor.

The wages of sin *is* death.

His wages *are* small.

Some nouns have the same form for both the singular and the plural; as, *deer, sheep, trout, salmon.*

When the noun is plural in form and plural in meaning it takes a plural verb.

The following nouns are plural in both form and meaning, and so are followed by plural verbs: *alms, archives, ashes, bellows, billiards, bitters, breeches, cattle, clothes, compasses, contents, goods, manners, matins, measles, morals, nuptials, nippers, pincers, pantaloons, riches, scissors, tidings,* tongs, tweezers, trousers, shears, scales.*

Point of View, Viewpoint, and Standpoint.

Point of view is regarded as preferable to *viewpoint* by some authorities. As to *standpoint,* Standard gives the following:

"*Standpoint.* Irregularly formed—probably in imitation of the German *standpunki*—and sometimes incon-

**Tidings,* is occasionally found in literature in the singular. The present usage, however, is in favor of the plural; as, "*These tidings are alarming.*"

siderately censured as being a superfluous substitute for *point of view.* That *standpoint* and *point of view* are not always interchangeable will be evident when the fact is recalled that in literary usage, *point of view* has two different senses: (1) the point from which one views; (2) the point or relative place at which something is viewed, giving rise to the two phrases, 'From this *point of view'* and 'In this *point of view.'* Furthermore, there is in *standpoint,* as commonly employed, an implication of some permanence of position, as regards the view taken or the opinion held; it is especially applicable to principle, convictions, etc."

Politics.

Politics is properly followed by a singular verb.

Post or Mail.

Post and *mail* are interchangeably used in the wording, "*Post* (or *mail*) a letter."

Posted.

Although *posted* is frequently used in colloquial speech, in the sense of *informed,* it is an undesirable form of expression. Instead of saying, "He is very well *posted* on such matters," one properly says, "He is very well *informed,"* etc.

Possessives.*

When two or more nouns are used so that joint possession is indicated, the sign of the possessive is added to the last word only; thus, "A. C. McClurg & Co.'s Book Store;" "Marshall Field & Co.'s Dry Goods Store."

In the case of nouns in apposition, possession may be indicated in various ways; thus, it is correct to say, "I bought the book at Thompson the bookseller's," or "I

*A full exposition of double possessives is given in THE CORRECT WORD: HOW TO USE IT.

bought the book at Thompson's, the bookseller," or "I bought the book at Thompson's, the bookseller's."

The question arises whether one shall write, "Mr. Blank's, one of our salesmen's, home," or "Mr. Blank one of our salesmen's home," or "Mr. Blank's, one of our salesmen, home."

Such constructions as, "As Mr. Brown one of our salesmen's home is in New York, we shall instruct him to call on you," are awkward. It is preferable to rewrite the sentence; as, "As Mr. Brown, one of our salesmen, lives in New York," etc.

Practice and Practise.

The spelling *practice* is used for the noun; *practise,* for the verb; as, (noun) "He made a *practice* of rising early;" (verb) "He *practised* strict economy."

The Simplified Spelling Board recommends the spelling *practise* for both noun and verb.

Preferred Attention.

Such expressions as, "Your matters shall have our *preferred* attention," are correct, *preferred* attention being used to express priority in attention.

Previous and Previously.

One properly says, "I saw him *previously* to my going," and not "I saw him *previous* to my going." The adverb, and not the adjective, is required, for the reason that reference is made to the action of the verb, and not to the condition of the subject.

"I saw him before going," as the simpler construction, is preferred by many.

Propose.

Instead of saying, "I don't *propose* to be imposed on," one properly says, "I don't *intend* to be imposed on," *propose* being incorrectly used in the sense of *in-*

tend. One may *propose* a bill to a legislative body, *propose* as in an offer of marriage, or *propose* one as a member of a club.

Proved and Proven.

Proved, not *proven,* is the correct wording, except in the Scottish verdict "not proven." Instead of saying, "This can be easily *proven;*" "They have *proven* him guilty," one properly says, "This can be easily *proved;*" "They have *proved* him guilty."

Century gives the following: "*Prove:* pret. *proved;* pp., *proved,*—sometimes incorrectly *proven,* ppr., *proving.* Again: *proven,* pp. an improper form, lately growing in frequency by imitation of the Scotch use in 'Not proven.'"

"*Not proven.*—In Scots law a verdict rendered by a jury in a criminal case where the evidence is insufficient to justify a conviction, yet strong enough to warrant a grave suspicion of guilt." In other words, *proved,* and not *proven,* conforms to the literary and the conversational employment of the language.

Providing and Provided.

Providing is incorrectly used in such constructions as, "I shall go East, *providing* I can leave my business," *provided* or *provided that* being the required word.

Received Payment.

The initial letter of each word is capitalized in *Received Payment.*

Relative and Relatively.

Instead of saying, "I shall write (or speak) to him *relative* to the matter," one properly says, "I shall write (or speak) to him *relatively* to the matter," the adverb being required to modify the verb. In the sentence, "I have received your letter *relative* to the matter," *rela-*

tive is correct, for the reason that the noun *letter* is modified, and hence, the adjective is correctly employed. Again, in such constructions as, "*Relatively* to your agreement to pay twenty-five dollars a month on your account, we respectfully call your attention," etc., the adverb is required, for the reason that the word modifies the verb *call.*

Respecting and Regarding.

Respecting and *regarding* are interchangeably used with each other, and also with the phrase "*in* (or *with*) respect to," and "*in* (or *with*) regard to."

Respect to and Regard to.

Respect to and *regard to* are properly preceded either by *in* or *with;* as, "I have written to him *in* (or *with*) respect (or *regard*) to the matter."

Sale on Linens or Sale of Linens.

Either "A sale *on* linens," or "a sale *of* linens" may be used. In the wording, "*on* linens," *on* is used to note the object to which the operation is directed; "*of* linens" is genitive, the meaning conveyed by the construction being "a linen sale."

Same.

The use of *same* in the sense of *it;* as, "We have your letter of the 5th inst., and in reply to *same,*" etc., is not in accordance with the best business usage. *Same* is properly used when a noun is understood as following it; as, "My vocation is the *same* as yours," *vocation* being understood after *same.* In brief, *same* is properly used as an adjective, but not as a pronoun.

Second and Secondly.

See *First, Second,* etc.

Shall and Will.*

Rule.—*Shall* in the first person and *will* in the second and the third, express simple futurity, or a condition beyond the control of the will. *Will* in the first person and *shall* in the second and the third, express promise, willingness, or determination.

I *shall go* East on Friday. (Simple futurity.)

I *shall be* delighted to meet her. (Condition beyond the control of the will.)

I *shall be* glad to go. (Condition, etc.)

I know that I *shall like* her. (Condition, etc.)

I *shall* be *obliged* to go. (Condition, etc.)

I *shall regret* your absence. (Condition, etc.)

I *will* surely *go* without fail. (Promise, etc.)

I *will go* for you if you wish. (Willingness.)

I will not *stir* one step. (Determination.)

Should and Would.

General Rule.—*Should* and *would* follow, in the main, the rules of *shall* and *will,* with some special uses of their own: When there is no controlling influence from without, *should* in the first person and *would* in the second and the third express simple contingent futurity, condition beyond the control of the will.

Should in the first person expresses plan, and in all three persons, propriety or subjunctive futurity.

Would in the first person expresses resolution, and in all three persons, willingness or custom.

Contingent futurity (when there is no controlling influence from without). Plan:

If he were to invite me, I *should* go. (Contingent futurity and plan.)

*A full exposition of the uses of *shall* and *will, should* and *would* is given in THE CORRECT WORD: HOW TO USE IT.

If he were to invite you, I suppose that you *would* go. (Contingent futurity.)

If she were to invite him, I suppose that he *would* go. (Contingent futurity.)

If I were to hear from her this afternoon, I *should* go. (Contingent futurity and plan.)

I *should* call if I were you. (Contingent futurity and plan.)

I *should* not hesitate to say so, if I were in your place. (Contingent futurity.)

I *should* object to her going, if I were you. (Contingent futurity.)

I *should* go to New York next week, if I had the money. (Contingent futurity and plan.)

If I were to eat this, I *should* be ill. (Condition beyond the control of the will.)

If you were to eat this you *would* be ill. (Condition beyond the control of the will.)

If he were to eat this, he *would* be ill. (Condition beyond the control of the will.)

I *should* like to see you. (Condition beyond the control of the will.)

You *would* like her and so *would* he. (Condition beyond the control of the will.)

Should and Ought.

The specific use of *should* is to express *propriety* or *expediency,* but it is often used in a stronger sense to express duty. Thus, in strict usage, we should say, "Children *ought* to obey their parents." (Moral obligation.) "Children *should* be seen and not heard." (Propriety.)

I know that I *should* not do so. (Propriety.)

Children *ought* to obey their parents. (Duty.)

You *should* always arrange your papers in that way. (Propriety.)

You *ought* not to treat your employees so unkindly. (Duty.)

You *should* call on your friends more frequently. (Propriety.)

You *ought* to assist your parents. (Duty.)

I *would* never consent. (Determination.)

I *would* not do that under any circumstances. (Determination.)

I *would* not give him one cent. (Determination.)

When I was a child, I *would* sit and dream for hours at a time. (Custom.)

I *would* do this for you, certainly. (Willingness.)

You *would* do this for me, I know, and so would he. (Willingness.)

If he *should* come, we should go. (Subjunctive futurity.)

If you *should* come, I should go. (Subjunctive futurity.)

If I *should* do that, you would not forgive me. (Subjunctive futurity.)

Should Seem, Would Seem.

Should and *were to* are interchangeably used in the subjunctive future; thus:

"It should seem" and "It would seem" are often used for "It seems," or "I think," as being more modest forms of expression.

It *would seem* that he ought to go under the circumstances.

It *seems* (or I think) he ought to go under the circumstances.

"It *should* seem" conveys a slightly different meaning from "it *would* seem." The former means, "It seems that it should be so," while the latter means merely "It seems." The expression "It *would* seem" is more commonly employed than is, "It *should* seem." There is a growing tendency, however, to use "It *would* seem" when "It *should* seem" is required.

Would Say or Should Say; Will Say or Shall Say.

"Would say" expresses contingent willingness or a wish to say; "should say" expresses contingent futurity, propriety, plan; "will say" expresses willingness, or determination, or promise in the immediate future to say; "shall say" expresses simple futurity.

Even if he *should* (or were to) fail, he would not become discouraged.

Society Has.

Use the singular verb with *society,* unless the individuals represented by the word are especially referred to; as, "The *society has* adjourned for the summer;" "The *society have* quarreled among themselves."

Terms.

Terms is plural in form, and is construed as plural in meaning; hence, the plural verb is required; as, "Our *terms are* cash."

Therefor and Therefore.

Therefor means *for this* or *that;* as, "We will sell the building and so much land as is needed *therefor.*" *Therefore* means for this or that reason; as, "He disobeyed our instructions; *therefore,* we discharged him."

Thirty-Day Note or Thirty Days' Note.

In commercial English, the wording, "a thirty-day note," is used instead of "a thirty days' note;" just as

one says, "a thirty-pound note." On the other hand, one says, "a two months' note."

Three Several Times.

Such expressions as, "We have written you *three several times,*" are permissible, *several* being used in the sense of *different* or *various.*

To-day or Today; To-night or Tonight; To-morrow or Tomorrow.

To-day, to-night, or *to-morrow* may be written either with or without the hyphen.

To-morrow Is or To-morrow Will Be.

"To-morrow *will be* Tuesday" is the correct form. Compare with "Yesterday *was* Monday."

Toward, Towards.

Toward and *towards* are variant forms and are equally correct; but *towards* is more frequently used than *toward.*

Transfer, Transferal, Transference.

Transfer, transferal, transference, are interchangeable in meaning.

Transpire and Happen.

Instead of saying, "What has *transpired* in my absence?" one properly says, "What has *occurred* in my absence?" *Transpire* properly means *to make known;* as, "Presently it *transpired* that she had taken all her belongings with her."

Traveling Salesman.

Traveling, traveled, traveler, are preferably written with one *l.*

Two-by-Four-Inch Scantling.

Combinations like "a two-by-four-inch scantling" are hyphenated, the hyphen being omitted, however, before the noun.

Two Latter Companies.

"The last two companies," not "the two latter companies," is the correct form. We say, "the first two months in the year;" "the first three books;" "the last two months;" "the last three books," etc. While *latter* may be used of more than two things when it refers to that which is nearer to the close or to the present time; as, "in these *latter* days," it is applicable to two persons or things only when used in the sense of that which is in order of existence or of mention. In other words, *latter* is opposed to *former*.

Two Years' Course.

One properly writes, "A two *years'* course" (apostrophe after the letter *s*); "A *year's* course;" "One *year'c* course" (the apostrophe before the letter *s*).

Two Weeks' Vacation.

One writes, "a two *weeks'* vacation;" "a *week's* vacation;" "one *week's* vacation."

Under His Signature or Over His Signature.

Although criticised by some authorities, "Under his signature" is correct, the meaning being, "under sanction of his signature."

Very Pleased.

Very cannot directly modify a verb, and, hence, not its past participle. One properly says, "I was pleased (or delighted) to receive your letter," or "I am *very much* pleased (or delighted)," etc., but not "I am *very* pleased (or *very* delighted)," etc.

View to and View of.

One properly says, "With *a view to* finding out," or "With *the view of* finding out."

Valuable or Valued Letter.

"*Valued* letter" is the correct form, *valued* being used in the sense of much esteemed or prized.

Whereabouts.

Whereabouts, meaning location, takes a singular verb; as, "His *whereabouts is* unknown to us."

Years of Experience Have Taught Us.

The plural verb *have* is required in the wording, "Years of experience *have* taught us," etc.

You Are One of Those Who Always Disagrees (or Disagree) with Others.

Disagree is the correct form, the antecedent of *who* being the plural pronoun *those.*

Rule.—The verb that has for its subject a relative pronoun is singular or plural, according as the antecedent of the relative pronoun is singular or plural.

UNIV. OF CALIFORNIA

ABBREVIATIONS.

Complete Alphabetic List.

A.

A.—Academician, Academy, America, American, Augustus, Aulus.

A. A. G.—Assistant Adjutant-general.

A. A. A. G.—Acting Assistant Adjutant-general.

A. A. Q. M.—Acting Assistant Quartermaster.

A. A. Q. M. G.—Acting Assistant Quartermaster-general.

A. A. S.—*Academiae Americanae Socius* (Fellow of the American Academy), American Academy of Sciences and Arts.

A. A. S. S.—*Americanae Antiquarianae Societatis Socius* (Fellow of the American Antiquarian Society).

A. B.—*Artium Baccalureus* (Bachelor of Arts), More commonly written B. A.

Abb.—Abbess, abbey, abbot.

abbr., abbrev.—Abbreviated, abbreviation.

Note.—The name of a city should never be abbreviated; thus: *New York City,* not *N. Y. City; Sacramento,* not *Sacra.; Cincinnati,* not *Cin.*

Philadelphia is sometimes abbreviated *Phila.,* but it is preferable to write it in full.

These instructions apply to all parts of a letter.

The name of the state is usually abbreviated in the heading, in the introduction, and in the superscription; also in the body of the letter, except when unaccompanied with the name of the city, when it is more properly written in full. (See pp. 165, 166.)

A. B. C. F. M., or A. B. F. M.—American Board of Commissioners for Foreign Missions.

A. B. H. M. S.—American Baptist Home Mission Society.

A. B. I. S. W.—Associated Brotherhood of Iron and Steel Workers.

A. B. M. U.—American Baptist Missionary Union.

Abp.—Archbishop.

A. B. P. S.—American Baptist Publication Society.

abr.—Abridged, Abridgement.

A. B. S.—American Bible Society.

abs. re.—*Absente reo* (defendant being absent).

abst., abstr.—Abstract.

A. C.—*Ante Christum* (before Christ), Arch-chancellor, Army Corps.

A. C. A.—American Congregational Association.

acc. or acct.—Account, accountant.

A. C. G. S.—Acting Commissary General of Subsistence.

A. C. S.—Acting Commissary of Subsistence, American Colonization Society.

A. C. U.—American Congregational Union.

A. D.—*Anno Domini* (in the year of our Lord). Archduke.

a. d.—After date, *ante diem* (before the day).

ad., adv. or advt.—Advertisement.

adv.—Adverb, adverbial, adverbially.

adv., adverb.—Adverbial, *adversus* (against; opposite); adverbially.

adv., ad val.—*Ad valorem* (according to the value).

adag., adgo.—Adagio.

A. D. B.—Bachelor of Domestic Arts. (Course for women.)

A. D. C.—Aide-de-camp.

ad fin.—*Ad finem* (at the end, to the end.)

ad inf.—*Ad infinitum* (to infinity).

ad init.—*Ad initium* (at the beginning).

ad. int.—*Ad. interim* (in the meantime).
adj. or adject.—Adjectival, adjective.
Adj. or Adjt.—Adjutant.
Adjt. Gen. or A. G.—Adjutant-general.
ad lib.—*Ad libitum* (at pleasure).
ad loc.—*Ad locum* (at the place).
Adm.—Admiral, admiralty.
adm. or admr.—Administrator.
adm., admrx., or admx.—Administratrix.
ads.—*Ad sectam* (at the suit), advertisements.
A.-F. or A.-Fr.—Anglo-French.
A. F. A. M. or A. F. & A. M.—Ancient Free and Accepted Masons.
A. F. B. S. or A. & F. B. S.—American and Foreign Bible Society.
A. F. C. U.—American and Foreign Christian Union.
A.-Fr.—Anglo-French.
A. G.—Accountant-general, Adjutant-general.
agr., agri., agric., or agricult.—Agricultural, agriculture.
A. G. S. S.—American Geographical and Statistical Society.
Agt.—Agent.
A. H. E. S.—American Humane Educational Society.
A. H. M. S.—American Home Missionary Society.
A. I. G.—Assistant Inspector-general.
A. I. M. E.—American Institute of Mining Engineers.
A. K. C.—Associate of King's College, London.
Al. or Alb.—Albert.
al., alia, alii—Other things; other persons.
Ala.—Alabama.
Alas.—Alaska.
Ald.—Alderman.
Alex.—Alexander.
Alf.—Alfred.
Alg.—Algiers.
alg.—Algebra.

Alum.—*Alumni.*

A. M.—*Anno Mundi* (in the year of the world), *ante meridian* (before noon), *Ave Maria* (Hail Mary).

A. M., M. A.—*Artium magister* (Master of Arts).

A., Am., Amer.—America, American.

A. M. A.—American Missionary Association.

Amb.—Ambassador.

A. M. G.—Assistant Major-general.

amt.—Amount.

A.-N.—Anglo-Norman.

anat.—Anatomical, anatomist, anatomy.

anc.—Ancient.

And.—Andrew.

Angl.—Anglican.

Anon.—Anonymous.

Ans.—Answer.

A. N. S. S.—Associate of the Normal School of Science.

Anth.—Anthony.

Anthrop.—Anthropological, anthropology.

Antiq.—Antiquarian, antiquities, antiquity.

A. O. F.—Ancient Order of Foresters.

A. O. H.—Ancient Order of Hibernians.

A. O. U. W.—Ancient Order of United Workmen.

Ap., Apl., Apr.—April.*

A. P. A.—American Protestant Association.

A pri.—*A priori* (beforehand).

A. P. S.—American Peace Society, American Protestant Society, Associate of the Pharmaceutical Society.

A. Q. M.—Assistant Quartermaster.

A. Q. M. G.—Assistant Quartermaster-general.

Ar.—Arab.

Ar., Arab.—Arabia, Arabian, Arabic.

A. R. A.—Associate of the Royal Academy.

Arch.—Archibald.

Archd.—Archdeacon, Archduke.

**April* is preferably written in full.

Arg. Rep.—Argentine Republic.

A. R. H. A.—Associate of the Royal Hibernian Academy.

Ari., Ariz. (official).—Arizona.

arith.—Arithmetic, arithmetical.

Ark.—Arkansas.

Arm.—Armoric.

Arm. or Armen.—Armenian.

A. R. P.—Associate Reformed Presbyterian.

A. R. R.—*Anno Regni Regis* (or *Reginae*), in the year of the king's (or queen's) reign.

A. R. S. A.—Associate of the Royal Society of Arts.

A. R. S. L.—Associate of the Royal Society of Literature.

A. R. S. M.—Associate of the Royal School of Mines.

A. R. S. S.—*Antiquariorum Regiae Societatis Socius* (Fellow of the Royal Society of Antiquaries).

art.—Article, artillery.

A. R. U.—American Railway Union.

A. S.—Academy of Science; Assistant Secretary.

A. S., Ang.-Sax.—Anglo-Saxon.

A. S. C. E.—American Society of Civil Engineers.

A. S. M. E.—American Society of Mechanical Engineers.

A. S. P.—Astronomical Society of the Pacific.

A. S. P. C. A.—American Society for the Prevention of Cruelty to Animals.

Ass., Assn., Asso., Assoc.—Association.

Asst., Assist.—Assistant.

A. S. S. U.—American Sunday-School Union.

Assyr.—Assyrian.

astr., astron.—Astronomer.

A. T.—Arch-treasurer.

a t.—*A tempo* (in time).

At., Atty.—Attorney.

Atl.—Atlantic.

A. T. S.—American Temperance Society, American Tract Society.
Atty.-Gen.—Attorney-general.
Aus., Aust., Austr.—Austria, Austrian.
Austral.—Australasia, Australia.
auth.—Author.
auth.—Authority; authorized.
Auth. Ver., A. V.—Authorized version.
Aux. or Auxil.—Auxiliary.
Av., Ave.—Avenue.
av., avdp., avoir.—Avoirdupois.
A. Y. M.—Ancient York Mason (or Masonry).

B.

B. A.—Bachelor of Arts. See A. B.
B. A.—British America, British Association (for the Advancement of Science).
B. Acct.—Bachelor of Account. Course (usually less than a year) in the business department of some colleges.
B.·. A.·., B.·. B.·.—(*Freemasonry*) *Buisson Ardent*, (Burning Bush).
B. Agr., Agr. B., B. Ag., B. A. S., B. S. A.—Bachelor of Agriculture. (Four years' course.)
B. Ar.—Bachelor of Architecture. (Four years' course.)
Bah.—Bahamas.
bal.—Balance.
Balt. or Balto.—Baltimore.
B. & F. B. S.—British and Foreign Bible Society.
Bap. or Bapt.—Baptist.
bap. or bapt.—Baptized.
Bar.—Barrister.
bar.—Barley corn, barometer.
bar., bbl., bl., or brl.—Barrel.
bbls., bls., brls.—Barrels.

Barb.—Barbadoes.

Bart., Bt.—Baronet.

B. A. S.—Bachelor of Applied Science. Course in civil, mechanical, or mining engineering, or practical chemistry.

B. A. S.—See B. Agr.

bas.—Basso.

bat., batt.—Battalion, battery.

Bav.—Bavaria, Bavarian.

B. B.—Bill book.

B. B. C.—Baseball Club.

B. B. S.—Bachelor of Business Science. (Two years' college course, and two years' business course.)

B. C.—Before Christ, Board of Control, British Columbia.

B. C.—Bachelor of Chemistry. (Four years' course.) Bachelor of Commerce. (Commercial department of some colleges.)

B. C., B. S., C. B., Chir. B.—Bachelor of Surgery (*Chirurgiae*). At the end of third year of four years' course for M. D.

B. C. E.—Bachelor of Civil Engineering. (Four years' course.)

B. C. L.—Bachelor of Civil Law. See B. L. and LL. B.

B. C. S.—Bachelor of Chemical Science. (Four years' course.)

B. C. S.—Bachelor of Commercial Science.

B. D.—Bachelor of Divinity. (Three years' course in theology.)

bdl., bdls., bl.—Bundle.

bds.—Boards.

B. E.—Bachelor of Elements. (Two years' normal-school course.)

B. E.—Bachelor of Engineering.

b. e.—Bill of exchange.

B. E. D.—Bachelor of Elementary Didactics. (Three years' normal course.)

B. E. L.—Bachelor of English Literature. (See B. Lit.)

Bel. or Belg.—Belgian, Belgic, Belgium.

Ben. or Benj.—Benjamin.

bet.—Between.

B. F. A.—Bachelor of Fine Arts. (Four years' course in fine arts.)

b. f., b. fir.—Beer-firkin.

B. Hy.—Bachelor in Hygiene. For registered medical practitioner. (One year's study and examination.)

B. in Agr.—Same as B. Agr.

B. I.—British India.

Bib.—Bible, Biblical.

bibliog.—Bibliographer, bibliographic, bibliographical, bibliography.

biog.—Biographer, biographic, biographical, biography.

biol.—Biologic, biological, biology.

bk.—Bank, bark, book.

bkg.—Banking.

bkt. (BKTS., *pl.*)—Basket.

b. l.—Bill of lading.

bldg., build. (BLDGS., *pl.*)—Building.

B. L. Same as LL. B.—Bachelor of Laws. (See LL. B. and B. C. L.)

B. L. Same as B. Lit., or Lit. B.—Bachelor of Literature. (Four years' course in English Literature and allied branches.)

B. L. A.—Bachelor of Liberal Arts, essentially the same as B. A.

B. L. E.—Brotherhood of Locomotive Engineers.

B. Lit.—Bachelor of Literature. (See B. L., Lit. B., or Litt. B.)

B. LL.—Bachelor of Laws. (See LL. B.)

B. L. S.—Bachelor of Literary Science. (For col-

lege graduates or students of two years' standing. Two years' course, examination, thesis, and bibliography.)

B. M.—*Beatae memoriae* (of blessed memory); *bene merenti* (to the well-deserving); board measure.

B. M.—Bachelor of Medicine. (Conferred by some medical institutions on the completion of a required course.)

B. M., B. Mus.—Bachelor of Music. (Four years' course.)

B. M., Brit. Mus.—British Museum.

B. M. E.—Bachelor of Mechanical Engineering. (Four years' course.)

bn.—Battalion.

B. O.—Bachelor of Oratory.

b. o.—Branch office, buyer's option.

Boh. or Bohem.—Bohemia, Bohemian.

B. O. L.—Bachelor of Oriental Literature. (Ranks with B. Lit.)

Bol.—Bolivia.

B. P.—Bachelor of Painting. (Four years' course.)

B. Ph.—Bachelor of Philosophy. (Four years' course, largely scientific in some institutions, but in others the same as the course for B. A., except that the modern languages are substituted for Greek.)

bor.—Borough.

bot.—Botanical, botanist, botany, bought.

B. O. U.—British Ornithologists' Union.

boul.—Boulevard.

b. p.—Bill of parcels, bills payable, *bonum publicum* (the public good).

Bp.—Bishop.

b. p. b.—Bank post-bills.

B. P. O. Elks.—Benevolent and Protective Order of Elks.

b. q.—*Bene quiescat* (may he [or she] repose well).

bque.—Barque.

B. R.—*Bancus Regis* or *Reginae* (The King's [or Queen's] Bench).

Br.—Breton, bromine.

Br., Brit.—British.

br.—Brig.

Br. Am.—British America.

Braz.—Brazil, Brazilian.

b. rec.—Bills receivable.

Bret.—Breton.

brev.—Brevet, brevetted.

Brig.—Brigade, brigadier.

Brit.—Britannic, Britannica.

Brt.—Britannicus (British).

b. s.—Bill of sale.

B. S.—Bachelor of Surgery. (For Bachelors of Medicine who attend a course of instruction and pass a written and a practical examination in surgery.)

B. S., B. Sc., B. N. S.—Bachelor of Science. (Four years' college course in which the natural sciences largely take the place of Latin and Greek.)

B. S. A.—Bachelor of Scientific Agriculture. (See B. Agr.)

B. S. D.—Bachelor of Scientific Didactics. (Four years' normal-course.)

B. S. L.—Botanical Society, London.

Bt.—Baronet.

bu., bush.—Bushel.

bu., bush., bus.—Bushels.

bul.—Bulletin.

Bulg.—Bulgaria, Bulgarian.

burg.—Burgess, burgomaster.

burl.—Burlesque.

but.—Butter.

B. V.—*Beata Virgo* (Blessed Virgin), *Bene vale* (farewell).

B. V. M.—Blessed Virgin Mary.

B. W. T. A.—British Women's Temperance Association.

bx. (BXS., *pl.*)—Box.

C.

C.—Cæsar, Caius, carbon, chancery, Charlotte.

C., Cath.—Catholic.

C., Chas.—Charles.

C., Chf.—Chief.

C., Ch.—Church.

C., Chan., Chanc.—Chancellor.

C., Con., Cs.—Consul.

C., Cong.—Congress.

C., Ct.—Court.

C. (*Naut. log-book*)—Cloudy.

C., cent., ct. (CTS., *pl.*)—Centum.

c., ch., chap.—Chapter.

C. A.—Chartered accountant, chief accountant, commercial agent, Confederate Army, controller of accounts.

Cal. (official), Calif.—California.

Cal.—Calcium, calendar, calomel.

Cam., Camb.—Cambridge.

Can.—Canada.

Cap., Capt.—Captain.

cap.—*Capiat* (let him or her take), capital, capital letter, *capitalum* (head, section), *caput* (chapter).

APS.—Capitals.

car.—Carat.

Card.—Cardinal.

ca. resp.—*Capias ad respondendum.* (A writ issued at the beginning of a suit to take and bring the defendant before the court to answer.)

carp.—Carpentry.

Carth.—Carthaginian.

C. A. S.—*Connecticutensis Academiae Socius* (Fellow of the Connecticut Academy of Arts and Sciences).

co. sa.—*Capias ad satisfaciendum.* (A writ issued—judgment to take and hold the person named for satisfaction of judgment.)

Cash.—Cashier.

Cat.—Catechism.

cat., catal.—Catalogue.

Cath.—Catherine, Cathedral.

caus.—Causative.

Cav.—Cavalry.

C. B.—Cape Breton, Chief Baron, Common Bench, Companion of the Bath.

C. B.—Bachelor of Surgery (*Chirurgiae*). (See B. C.)

C. B. S.—Confraternity of the Blessed Sacrament.

C. C.—Caius College, Circuit Court, Civil Court, Consular Clerk, County Clerk, County Commissioner, County Court, Cricket Club, Crown Clerk.

C.·. C.·. (*Freemasonry*) Celestial Canopy.

c. c.—Chapters.

c. c.—*Compte courante* (account current), cubic centimeter.

C. C. A.—Chief Clerk of the Admiralty.

C. C. C.—Christ's College, Cambridge; Corpus Christi College.

C. C. P.—Code of Civil Procedure, Court of Common Pleas.

C. Cr. P.—Code of Criminal Procedure.

C. D. S. O.—Companion of the Distinguished Service Order.

c. d. v.—Carte de visite.

C. E.—Civil Engineer (four years' course).

cel.—Celebrated.

Celt.—Celtic.

cen., cent.—Central, century.

Cen. Am.—Central America.

ceram.—Ceramics.

cert., certif.—Certificate, certify.

C. F. I.—Cost, freight, insurance.

C. G.—Captain-general, Captain of the Guard, Coast Guard, Commissary-general, Consul-general.

C. G. H., C. of G. H.—Cape of Good Hope.

C. G. S.—Commissary General of Subsistence.

C. H.—Captain of the Host, Court House, Custom House.

Ch., Chin.—China, Chinese.

ch., chal., chald.—Chaldron.

ch.—Child, children.

Chal., Chald.—Chaldaic, Chaldean, Chaldee.

Chamb.—Chamberlain.

Chap.—Chaplain.

Ch. C., Ch. Ch.—Christ Church.

Ch. Clk.—Chief Clerk.

Ch. D.—Doctor of Chemistry.

Chem.—Chemical, chemist, chemistry.

Ch. hist.—Church history.

Chir. Doct.—Doctor of Surgery (*Chirurgiae*).

Ch. J., C. J.—Chief Justice.

ck., csk. (cks., csks., *pl.*)—Cask.

Cl., clerg.—Clergyman.

cl.—Cloth.

cl., clk.—Clerk.

class.—Classic, classical, classification.

cld.—Cleared.

C. L. P. A.—Common Law Procedure Act.

C. L. S. C.—Chautauqua Literary and Scientific Circle.

C. M.—*Caius Marius*, Certificated Master, common meter, Corresponding Member.

c. m.—*Causa mortis* (by reason of death).

C. M., M. S.—Master of Surgery (*Chirurgiae*).

C. M. D.—Common meter double.

C. M. G.—Companion of the Order of St. Michael and St. George.

cml.—Commercial.

cml., com.—Commercial.

C. M. S.—Church Missionary Society.

C. M. Z. S.—Corresponding Member of the Zoological Society.

C. O.—Colonial Office, Commanding Officer, Criminal Office, Crown Office.

c. o.—Care of.

Co.—Cobalt, Company, County.

Coad.—Coadjutor.

C. O. D.—Cash (or collect) on delivery.

cog.—Cognate, cognate with.

Col.—Colonel.

Col., Colo. (official)—Colorado.

col.—Collegiate, colonial, color, colored, column.

col., Coll.—College.

col., coll., colloq.—Colloquial, colloquialism, colloquially.

Col.-Corp.—Color-corporal.

Coll.—Collector.

coll.—Colleague, collection, *Colleg* (colleague).

Col.-Serg.—Color-sergeant.

Com.—Commander, Commission, Committee, Commodore, Commoner, Commonwealth.

Com., Comr.—Commissioner.

com.—Comedy, comic, commercial, common, commonly, commune, communicated, communication, community.

Com., comm.—Commentary.

com., comm.—Commerce.

comb.—Combined, combining.

comdg.—Commanding.

Comdt.—Commandant.

commentt.—Commentators.

com. off.—Commissioned officer.

comp.—Compare, compiled, compiler, composer, compositor, compound, compounded.

comp., compar.—Comparative, comparison.

comp., compo.—Composition, compost.

Complt.—Complainant.
Com.-Sergt.—Commissary-sergeant.
Com. Ver., C. V.—Common Version (of the Bible).
con.—Conclusion, *conjux* (consort), *contra* (against, in opposition to), conversation.
con. cr.—Contra credit.
Conf.—Conference.
Cong.—Congregation, Congregational, Congregationalist, Congressional.
Cong. Rec.—Congressional Record.
conj.—Conjugation, conjunction, conjunctive.
Conn. (official), Ct.—Connecticut.
con. sect.—Conic section.
Cons., Consol.—Consolidated.
Cons., Const.—Constable, constitution.
cons.—Consonant.
Const.—Constantine, constitutional.
constr.—Construction, construed.
Cont., Contr.—Contracts.
Cont.—Continent, continental.
cont., contr.—Contracted, contraction.
cont.—Containing, contents, continued.
Contr.—Contracts.
contr.—Contrary.
Conv.—Convent, convention, conversation.
Cop., Copt.—Coptic.
Cop.—Copernican.
cop.—Copper.
Cor.—Corinthians, Cornelia, Cornelius, coroner.
cor.—Corner, cornet, corpus, correction, correlative, correspondent.
cor., corresp.—Correspondence, corresponding.
cor., corr., corrup.—Corrupted, corruption.
Cor. Mem.—Corresponding member.
Corn.—Cornish, Cornwall.
corol., coroll.—Corollary.
Cors.—Corsica.

Cor. Sec.—Corresponding Secretary.
C. O. S.—Charity Organization Society.
C. P.—Chief Patriarch, civil power, Clerk of the Peace, Code of Procedure, Common Pleas, Court of Probate.
C. P. C.—Clerk of the Privy Council.
C. P. M.—Common particular meter.
C. P. S.—Congregational Publishing Society.
C. R.—Carrier's Risk.
cr.—Credit, creditor, crown.
cres.—Crescendo.
crim.—Criminal.
crit.—Critical, criticized.
cs.—Cases, *communis* (common).
C. S.—Civil service, Clerk of Session, Clerk to the Signet, Commissary of Subsistence, Court of Sessions.
C. S. A.—Confederate States Army, Confederate States of America.
C. S. N.—Confederate States Navy.
C. S. O.—Chief Signal Officer.
C. T.—Certificated Teacher.
C. T. A. U.—Catholic Total Abstinence Union.
cu., cub.—Cubic.
cur.—Currency.
cur., curt.—Current.
c. w. o.—Cash with order.
cwt.—Hundredweight or hundred weights, (*Centum*-weight.)
cyc., cyclo.—Cyclopedia, cyclopedic.
Cym.—Cymric.

D.

D., Dem.—Democrat, Democratic.
D., Dep., Dept.—Deputy.
D.—Deserter, Deus (God), Dominus (Lord).
D., Dub., Dubl.—Dublin.

D.—Decimus, Decius, deserter, *Deus* (God), *Dominus* (Lord), dowager, duchess, duke, *dux* (duke, leader, or prince).

D., Dav.—David.

D., Dem.—Democrat, Democratic

D., Dep., Dept.—Deputy.

D., Dub., Dubl.—Dublin.

D., Du., Dut.—Dutch.

d.—*Da* (give), day, dead, *decretum* (decree), died, dime, (Naut. log-book) drizzling rain.

d., dau.—Daughter.

d., deg.—Degree.

d., dol., doll. (DOLS. DOLLS., *pl.*)—Dollar.

Dak.—Dakota (official).

Dan.—Daniel, Danish.

d & wtf., dwtf.—Daily and weekly till forbidden.

dat.—Dative.

D. B.—Bachelor of Didactics. (Two years' post-graduate normal course.) Domesday Book.

dbk.—Drawback.

D. C.—*Da capo* (from the beginning), Deputy Counsel, District Court, District of Columbia, *Divus Caesar* (the divine Caesar).

D. C. L.—Doctor of Civil Law. (Ranking nearly with LL. D.)

D. Can L.—Doctor of Canon Law.

D. C. S.—Deputy Clerk of Sessions.

D. D.—Doctor of Divinity. (Honorary.)

d. d.—Days after date, days' date, *dono dedit* (presented as a gift).

D. D. D.—*Dat, dicat, dedicat* (he gives, devotes, and dedicates), *dono dedit dedicavit* (he gave and consecrated as a gift).

D. D. S.—Doctor of Dental Surgery. (Three years' course.)

D. E.—Dynamical Engineer. (Two years' graduate course.)

Dea.—Deacon.
Dec.—Decani, December.
dec.—Declaration, decoration.
dec., decl.—Declension, declination.
decim., dm.—Decimeter.
decoct.—*Decoctum* (decoction).
def.—Defined, definitive, definition.
def., deft., dft.—Defendant.
D. Hy.—Doctor in Hygiene. (Two years' practice as medical officer of health.)
dekam.—Dekameter.
Del.—Delaware (official), delegate.
del.—*Delineavit* (he [or she] drew).
demon., demonstr.—Demonstrative.
Den.—Denmark.
Dent.—Dental, dentist, dentistry.
Dep., Dept., Dpt.—Department, deponent.
dep.—Deposed.
der., deriv.—Derivation, derivative, derived.
det.—*Detur* (let it be given).
Deut.—Deuteronomy.
D. F.—Dean of the Faculty, Defender of the Faith.
dft.—Draft.
D. G.—*Dei gratia* (by the grace of God), *Deo gratias* (thanks to God), Dragoon Guards.
D. H.—Deadhead.
dial.—Dialect, dialectic, dialectical.
diam.—Diameter.
Dict.—Dictator, dictionary.
diff.—Difference, different, differs.
dim.—Diminuendo, diminutive.
dio., dioc.—Diocesan, diocese.
dipl.—Diplomat, diplomatist.
dis.—Discipline, distanced.
dis., disc., disct.—Discount.
dis., dist.—Distance, distant.
disc.—Discovered, discoverer.

Disp.—Dispensatory.
diss.—Dissertation.
dist.—District.
dist., disting.—Distinguish, distinguished.
distr., distrib.—Distributed, distributive.
div.—Divide, divided, dividend, divine, division, divisor.
D. L.—Doctor of Law (nearly same as D. C. L.), Deputy Lieutenant.
D. L. or D. Lit.—Doctor of Literature or Letters.
D. L. O.—Dead Letter Office.
D. L. S.—Doctor of Library Science.
D. M.—Same as M. D. and D. Mus.
D. M.—Dóctor of Mathematics.
D. M. D.—Doctor of Dental Medicine. (See D. D. S.)
D. Mus.—Doctor of Music. (Four years' graduate course.)
D. N. P. P.—*Dominus noster Papa Pontitex* (Our Lord the Pope).
do.—Ditto.

E.

eq., equiv.—Equivalent.
erm.—Ermine.
E. S.—Ells Scotch.
Esd.—Esdras.
E. S. E.—East-southeast.
esp., espec.—Especially.
Esq., Esqr. (Esqrs., Esqs., *pl.*)—Esquire.
est., estab.—Established.
Esth.—Esther.
E. T.—Electric telegraph, English translation.
et al.—*et alibi* (and elsewhere), *et alii* or *aliae* (and others).
etc., &c.—et cetera.
ethnog.—Ethnographical, ethnography.

ethnol.—Ethnological, ethnology.
et seq., sq., sqq.—*et sequentes, et sequentia* (and the following).
etym., etymol.—Etymological, etymologically, etymology.
Eur.—Europe, European.
Evang.—Evangelical, evangelist.
Ex., Exod.—Exodus.
ex.—Example, excursus, executed.
ex., exc.—Except, excepted, exception.
ex., exd.—Examined.
ex., exp.—Export, exportation, exported, express.
Exc.—Excellency.
Exch.—Exchange, exchequer.
excl., exclam.—Exclamation, exclamatory.
Ex. Com., Exec. Com.—Executive Committee.
ex., cp.—*Extra* (without coupon).
ex. div.—*Extra dividendum* (without dividend).
Ex. Doc.—Executive Document.
Exec., Exe.—Executive.
Execx., Exex., Exx.—Executrix.
ext.—External, externally, extra, extract.
Ez., Ezr.—Ezra.
Ezek.—Ezekiel.

F

F.—Fabius, Felix, Fellow, Flourine, Fortuna.
F., Fah., Fahr.—Fahrenheit.
F., Fl.—Flamen.
F.—France, French.
F., Fr., Fri.—Friday.
f.—(Naut. log-book) fog, forte.
f., Far.—Farthing.
f., fath., fth., fthm.—Fathom.
f., fem.—Feminine.
f., ft.—*Fiat* (let it be made), foot.

f., fl.—Florin.
f., fo., fol. (FF., *pl.*)—Folio.
f., fr. (FRS., *pl.*)—Franc.
f. a. a.—Free of all average.
F. A. M.—Free and Accepted Masons.
fam.—Familiar, family.
F. A. S.—Fellow of the Antiquarian Society. Fellow of the Society of Arts.
F. A. S. L.—Fellow of the Anthropological Society of London.
F. B.—Fenian Brotherhood, Free Baptist.
F. B. S.—Fellow of the Botanical Society.
F. C.—(Freemasonry.) Fellow-craft.
f. c.—*Fedei commissum* (bequeathed in trust).
fcp., fcap.—Foolscap.
F. C., P. S.—Fellow of the Cambridge Philosophical Society.
F. D.—(See D. F.)
Fe.—*Ferrum* (iron).
F. E., Fl. E.—Flemish ells.
Feb.—February.
fec.—*Fecit* (did it, or made it),
Ferd.—Ferdinand.
feud.—Feudal.
F. F.—*Felicissimus fratres* (most fortunate brothers).
ff.—*Fecerunt* (they did it, or made it).
ff., fol., foll.—Following.
ff., ffor.—Fortissimo.
F. F. P. S.—Fellow of the Faculty of Physicians and Surgeons.
F. F. V.—First Families of Virginia.
F. G.—Fine grain.
f. g. a.—Free of general average.
fict.—Fiction.
fi. fa.—*Fieri facias* (that you cause to be made: a writ of execution).

fig.—Figurative, figuratively, figure.
Fin.—Finland.
Fin., Finn.—Finnish.
fin.—*ad finem* (at the end).
Fin. Sec.—Financial Secretary.
fir.—Firkin.
Fl.—Flaminius, Flanders, Flavius.
Fla.—Florida (official).
F. O.—Field Officer, Foreign Office, full organ.
f. o. b.—Free on board.
For.—Foreign.
fort.—Fortification, fortified.
F. P.—Fire plug.
f. p. a.—Free of particular average.
Fr.—Francis, friar.
fr.—From.
fr., frgm., fragm.—Fragment, fragmentary.
fr., freq.—Frequent, frequently.
Fred., Fredk.—Frederick.
F. R. G. S.—Fellow of the Royal Geographical Society.
Fries, Frs.—Friesian, Friesic.
F. R. S.—*Fraternitatis Regiae Socius* (Fellow of the Royal Society).
Ft.—Fort.
ft.—Feet.
ft., fort.—Fortified.
fur.—Furlong.
fut.—Future.
F. W. B.—Free Will Baptist.

G.

G.—Gaius, Gallia, Gellius, grand gulf.
G., Ger., Germ.—German, Germany.
g.—*Gauche* (left), (naut. log-book) gloomy, guide.
g., gen., genit.—Genitive.

g., gm., gr.—Gram.
g., gu., guin. (GS., *pl.*)—Guinea.
G. A.—General Assembly.
Ga.—Gallium, Georgia (official).
Ga., Gael.—Gaelic.
Gal.—Galatians, Galen.
gal., gall. (GALS., *pl.*)—Gallon.
galv.—Galvanic, galvanism.
G. A. R.—Grand Army of the Republic.
Gaz.—Gazette, gazetter.
G. B., Gt. Br., Gt. Brit.—Great Britain.
G. B. & I.—Great Britain and Ireland.
G. C.—Grand Chancellor, Grand Chapter, Grand Conductor.
g. c. m.—Greatest common measure.
G. D.—Grand Duchess, Grand Duke.
G. E.—Grand Encampment.
Gen.—Genesis, Geneva, Genevan.
Gen., Genl.—General.
gen.—Genera, general, generic, genus.
gen., gend.—Gender.
geneal.—Genealogist, genealogy.
gent. (GENTN., GENTS., *pl.*)—Gentleman.
Geo.—George, Georgia.
geog.—Geographer, geographical, geography.
geol.—Geological, geologist, geology.
geom.—Geometer, geometrical, geometry.
ger.—Gerund.
g. gr.—Great gross.
gi.—Gills.
G. L.—Grand Lodge.
gl.—*Gloria* (glory).
gloss.—Glossary.
G. O.—General Order, great organ.
Go., Goth.—Gothic.
G. O. M.—Grand Old Man (Rt. Hon. W. E. Gladstone).

G. O. P.—Grand Old Party (Republican Party, U. S.).
Gov.—Governor.
Gov., govt.—Government.
Gov. Ptg. Off.—Government Printing Office.
G. P.—Graduate in Pharmacy. (Two years' course.)
G. P.—*Gloria Patri* (Glory to the Father).
G. P. M.—Grand Past Master.
G. P. O.—General post-office.
Gr.—Greece, Greek.
gr.—Grain, great, groschen.
gr., gram.—Grammar.
gr., gro.—Gross.
gram.—Grammatical, grammarian.
G. S.—Grand Scribe, Grand Secretary, Grand Sentinel, Grand Sentry.
G. T.—Good Templars, Grand Tiler.
Guate.—Guatemala.
gun.—Gunnery.

H.

H.—Hydrogen.
h.—Harbor, hardness, hence, high, husband.
h., ht.—Height.
h., hr. (HRS., *pl.*)—Hour.
h., hund.—Hundred.
Hab.—Habakkuk.
hab.—Habitat.
hab. corp.—*Habeas corpus.*
Hag.—Haggai.
H. B. M.—His (or Her) Brittannic Majesty.
H. C. M.—His (or Her) Catholic Majesty.
hdkf.—Handkerchief.
H. E.—His Eminence, His Excellency, Hydraulic Engineer.
h. e.—*Hic est* (this is), *hoc est* (that is).
Heb., Hebr.—Hebrew, Hebrews.

Hen., Hy.—Henry.
her.—Heraldic, heraldy, *heres* (heirs).
hf.—Half. hf. bd.—Half bound. hf. cf.—Half calf.
H. G.—His Grace, Horse Guards.
H. H.—His (or Her) Highness, His Holiness (the Pope).
hhd.—Hogshead.
H. I.—Hawaiian Islands.
hibr., hybr.—*Hibrida, hybrida* (hybrid).
Hier.—*Hierosolyma* (Jerusalem).
H. I. H.—His (or Her) Imperial Highness.
H. I. M.—His (or Her) Imperial Majesty.
Hind.—Hindu, Hindustan, Hindustani.
Hipp.—Hippocrates.
hist.—Historian, historical, history.
H. J.—*Hic jacet* (here lies).
H. J. S.—*Hic jacet sepultus* (here lies buried).
H. L.—House of Lords.
H. M.—Hallelujah meter, His (or Her) Majesty, Home Mission, Home Missionary.
H. M. P.—*Hoc monumentum posuit* (erected at this monument).
ho.—House.
Hon.—Honorable, honorary.
Hond.—Honduras.
hon'd.—Honored.
hor.—Horizon.
hor., horol.—Horology.
hort., hortic.—Horticultural, horticulture.
Hos.—Hosea.
Hosp. Segt.—Hospital Sergeant.
Hosp. Stew.—Hospital Steward.
H. P.—Half pay, High Priest.
h. p.—Horse power.
H. R.—Home Rule, House of Representatives.
H. R. E.—Holy Roman Emperor or Empire.
H. R. H.—His (or Her) Royal Highness.

H. R. I. P.—*Hic requiescat in pace* (here rests in peace).
H. S.—*Hic situs* (here lies).
H. S. E.—*Hic sepultus or situs est* (here is buried or laid).
H. S. H.—His (or Her) Serene Highness.
h. t.—*Hoc titulo* (in, or under, this title).
Hun., Hung.—Hungarian, Hungary.
H. Y. M. A.—Hebrew Young Men's Association.

I.

I.—Iodine.
I., Ida.—Idaho.
I., Imp.—*Imperator* (Emperor).
I., Is., Isl. (Isls., *pl.*)—Island.
i.—*Immortalis* (undying).
i., intr., intrans.—Intransitive.
Ia., Io.—Iowa.
ib., ibid—*Ibidem* (in the same place).
I. C., I. X.—*Iesus Christus* (Jesus Christ).
Ice., Icel.—Iceland, Icelandic.
id.—*Idem* (the same).
I. D. N.—*In Dei nomine* (in the name of God).
i. e.—*Id est* (that is).
i. h.—*Jacet hic* (lies here).
I. H. N.—In his name.
I. H., J. H. S.—*Iesus* or *Jesus Hominum Salvator* (Jesus the Savior of Men).
Ill., Ills. (official)—Illinois.
ill., illus., illust.—Illustrated, illustration.
imag.—Imaginary, imagination.
Imp.—*Imperium* (empire).
Imp., Impx.—*Imperatrix* (empress).
imp.—Imperial, imported, importer, *imprimatur* (let it be printed).
imp., imper.—Imperative.

imp., imperf., impf.—Imperfect.
imp., impers.—Impersonal.
in. (INS., *pl.*)—Inch.
inc., incorp., incor.—Incorporated.
incept.—Inceptive.
incl.—Including.
incog.—Incognito.
incr.—Increased, increasing.
I. N. D.—*In Nomine Dei* (in the name of God).
Ind.—India, Indian, Indiana (official), Index.
indef.—Indefinite.
Indo-Eur.—Indo-European.
Ind. T.—Indian Territory (official).
inf.—Infantry.
inf., infin.—Infinitive.
in. f.—*In fine* (at the end).
init.—*Initio* (in the beginning).
in lim.—*In limine* (on the threshold).
in loc. cit.—*In loco citato* (in the place cited).
in pr.—*In principio* (in the beginning).
I. N. R. I.—*Iesus* (Jesus) *Nazarenus, Rex Iudaeorum (Judaeorum),* (Jesus of Nazareth, King of the Jews).
Ins.—Inspector.
Ins., insur.—Insurance.
inscrs.—Inscriptions.
insep.—Inseparable.
Ins. Gen.—Inspector General.
inst.—Instant, institute, institution.
instr.—Instrument, instrumental.
Int.—Interior, interpreter.
int.—Interest.
int., interj.—Interjection.
internat.—International.
interrog.—Interrogation, interrogative, interrogatively.
in trans.—*In transitu* (in course of transit).
Int. Rev.—Internal Revenue.

inv.—Invented, inventor, invoice.
I. O. F.—Independent Order of Foresters.
I. O. G. T.—Independent Order of Good Templars.
Ion.—Ionic.
I. O. O. F.—Independent Order of Odd Fellows.
I. O. R. M.—Improved Order of Red Men.
I. O. U.—I owe you.
i. q.—*Idem quod* (the same as).
Ir.—Irish.
Ir., Ire.—Ireland.
Iran.—Iranian, Iranic.
I. R. O.—Inland (or Internal Revenue Office).
irreg.—Irregular, irregularly.
I. S.—Inside Sentinel, Irish Society.
Is., Isa.—Isaiah.
I. S. M.—*Iesus (Jesus) Salvator Mundi* (Jesus, Savior of the World).
I. T.—Inner Temple.
Itin.—Itinerant, itinerary.
I. W.—Isle of Wight.

J.

J.—Judge, Jupiter, *judex* (judge).
J., Jul.—Julius.
J., Jun.—Junius.
J., Jus., Just. (JJ., *pl.*)—Justice.
J. A.—Judge Advocate.
Jac.—Jacob, *Jacobus* (James).
J. A. G.—Judge Advocate General.
Jam.—Jamaica.
Jan.—January.
Jap.—Japan, Japanese.
Jas.—James.
Jav.—Javanese.
J. C.—Jesus Christ, Julius Cæsar, *Jurisconsultus* (jurisconsult), Justice Clerk.

J. C. D.—Doctor of Civil Law.
Jer.—Jeremiah.
J. H. S.—(See I. H. S.)
Jn., Junc.—Junction.
Jno.—John.
Jo.—Joel.
Jon., Jona.—Jonathan.
Jos.—Joseph.
Josh.—Joshua.
jour.—Journal, journey, journeyman.
J. P., Jus. P.—Justice of the Peace.
J. Prob.—Judge of the Probate.
J. R.—*Jacobus Rex* (King James).
jr., jun., junr., Jun., Junr.—Junior.
J. U. D.—Doctor of both Laws (the canon and civil laws).
Jud.—Judicial, Judith.
Judg.—Judges.
Jul.—Julian, July.
Jul. Per.—Julian Period.
Jun.—June.
jurisp.—Jurisprudence.
Just.—Justinian.
J. W.—Junior Warden.

K.

K.—Kalium (potassium), King.
K., Kal., Kl.—Kalendæ (Kalends).
K., Ki.—Kings.
K., Knt., Kt.—Knight.
K. A.—Knight of St. Andrew (Russia).
Kan., Kans. (official), Kas.—Kansas.
K. B.—King's Bench, Knight Bachelor, Knight of the Bath.
K. B. A.—Knight of St. Bento d'Avis (Portugal).
K. B. E.—Knight of the Black Eagle (Prussia).

K. C.—King's College, King's Counsel, Knight of the Crescent (Turkey).

K. C. H.—Knight Commander of (the Order of) Hanover.

K. C. I. E.—Knight Commander of (the Order of) the Indian Empire.

K. C. M. G.—Knight Commander of St. Michael and St. George (Ionian Islands).

K. C. S.—Knight of Charles III. of Spain.

K. C. S. I.—Knight Commander of (the Order of) the Star of India.

K. E.—Knight of the Elephant (Denmark).

Ken., Ky. (official)—Kentucky.

K. F.—Knight of Ferdinand (Spain).

K. F. M.—Knight of St. Ferdinand and Merit (Sicily).

kg. (KGS., *pl.*)—Keg.

Kg., Kilo., Kilog.—Kilogram.

K. G.—Knights of the Garter.

K. G. C.—Knight of the Golden Circle (U. S.), Knight of the Grand Cross (Great Britain).

K. G. F.—Knight of the Golden Fleece (Austria and Spain).

K. G. H.—Knight of the Guelphs of Hanover.

K. G. V.—Knight of Gustavus Vasa (Sweden).

K. H.—Knight of (the Order of) Hanover.

kilo., kilom., km.—Kilometer.

Kingd., Km.—Kingdom.

K. J.—Knight of St. Joachim.

KK.—*Karissimus* (very dear).

K. K.—Kaiserlich, Koniglich (Imperial, Royal).

K. K. K.—Ku Klux Klan.

K. L., K. L. A.—Knight of Leopold of Austria.

K. L. B.—Knight of Leopold of Belgium.

K. L. H.—Knight of the Legion of Honor (France).

K. M.—Knight of Malta.

K. Mess.—King's Messenger.

K. M. H.—Knight of Merit of Holstein.
K. M. J.—Knight of Maximilian Joseph (Bavaria).
K. M. T.—Knight of Maria Theresa (Austria).
K. N.—Know-nothing.
Knick—Knickerbocker.
K. N. S.—Knight of the North Star (Sweden).
K. of H.—Knights of Honor.
K. of L.—Knights of Labor.
K. of P.—Knights of Pythias.
K. P.—Knights of St. Patrick.
kr.—Kreutzer.
K. R. C.—Knight of the Red Cross.
K. R. E.—Knight of the Red Eagle (Prussia).
K. S.—Knight of the Sword (Sweden).
K. S. A.—Knight of St. Anne (Russia).
K. S. E.—Knight of St. Esprit (France).
K. S. F.—Knight of St. Fernando (Spain).
K. S. F. M.—Knight of St. Ferdinand and Merit (Naples).
K. S. G.—Knight of St. George (Russia).
K. S. H.—Knight of St. Hubert (Bavaria).
K. S. I.—Knight of the Star of India.
K. S. J.—Knight of St. Januarius (Naples).
K. S. L.—Knight of the Son and Lion (Persia).
K. S. M. & S. G.—Knights of St. Michael and St. George (Ionian Island).
K. S. P.—Knights of St. Stanislaus of Poland.
K. S. S.—Knight of the Southern Star (Brazil), Knight of the Sword of Sweden.
K. S. W.—Knight of St. Wladimir (Russia).
K. T.—Knight of the Thistle, Knights Templars.
K. t. l.—*Kai ta leipomona,* or *lopia* (and the rest, and so forth).
K. T. S.—Knight of the Tower and Sword (Portugal).
K. W.—Knight of William (Netherlands).
K. W. E.—Knight of the White Eagle (Poland).

L.

L.—Lady, Laelius, lake, lane, Liberal, Lord, Lucius.
L., Lat.—Latin.
L., lb. (LBS., *pl.*)—*Libra* (pound).
L., Lon., Lond.—London.
l.—Length (*Naut. log-book*), lightning, line, link, long.
l., lat.—Latitude.
l., lea.—League, leave.
l., lit.—Liter.
L. A.—Law Agent, Literate in Arts. (See L. L. A.)
La. (official), Lou.—Louisiana.
Lab.—Laborador.
Lad'p, Ldp., Lp.—Ladyship.
Lam.—Lamentations.
Lang.—Languedoc.
lang.—Language.
Lap.—Lapland.
Lapp.—Lappish.
L. A. W.—League of American Wheelmen.
L. B.—(Same as B. Lit.)
L. C.—Lord Chamberlain, Lord Chancellor, Lower Canada.
l. c.—Left center, letter of credit, lower case.
l. c., loc. cit.—*Loco citato* (in the place cited).
L. C. J.—Lord Chief Justice.
l. c. m.—Least common multiple.
L. D.—Lady day, Light Dragoons, Low Dutch, Doctor of Letters.
ld.—*Litera dominicalis* (dominical letter).
Ldp., Lp.—Lordship.
L. D. S.—Latter Day Saints, Licentiate of Dental Surgery. (Same as D. D. S., D. M. D., M. D. S.)
lect.—Lecture.
l. f. e., l. s. e., etc.—Left first entrance, left second entrance, etc.

Leg.—Legal, legate, legato, *legite* (he read), *legunt* (they read).
Leg., Legis.—Legislative, legislature.
Leip.—Leipsic.
L. E. L.—(Same as B. Lit.)
Let., Lett.—Lettish.
Lev., Levit.—Leviticus.
Lex.—Lexicon.
lexicog.—Lexicographer, lexicography.
Leyd.—Leyden.
L. G.—Large grain, Life Guards, Low German.
L. Gr.—Low Greek.
l. h.—Left hand.
L. H. A.—Lord High Admiral.
L. H. C.—Lord High Chancellor.
L. H. T.—Lord High Treasurer.
L. I.—Light Infantry, Long Island, Licenciate of Instruction.
Lib.—Librarian, library.
lib.—*Liber* (book).
lib. cat.—Library catalogue.
Lieut., Lt.—Lieutenant.
lin.—Lineal, linear.
Liq.—Liquid, liquor.
lit.—Liter, literal, literally, literary, literature.
Lit. B., Litt. B.—(Same as B. Lit.)
Lit. D., Litt. D.—(Same as D. L.)
Lit. M., Litt. M.—(Same as M. Lit.)
lith., lithog.—Lithograph, lithography.
Lithol.—Lithology.
litt.—Litterateur.
liturg.—Liturgics.
liv.—*Livre* (book), pound (weight or coin).
L. J. (L. JJ., *pl.*)—Lord Justice.
L. L.—Late Latin, Law Latin, Low Latin.
l. l.—*Loco laudato* (in the place quoted).

L. L. A.—Form of L. A. when the degree is given to a woman.
LL. B.—Bachelor of Laws.
LL. D.—Doctor of Laws.
LL. L.—Licenciate in Law. Ranks with M. L., M. C. L., and LL. M.
LL. M., M. L.—Master of Laws.
L. M.—Licenciate in Medicine. Ranks between B. M. and M. D.
log.—Logarithm.
lon., long.—Longitude.
loq.—*Loquitur* (speaks).
L. P.—Lord Provost.
l. p.—Large paper.
Lp., Ldp.—Lordship.
L. P. S.—Lord Privy Seal.
L. S.—Linnean Society, *Locus sigilli* (the place of the seal).
l. s.—Left side.
L. (or l.) s. d.—*Librae, solidi, denarii* (pounds, shillings, pence).
L. T.—*Lira Turca* (Turkish pound).
l. t.—Long ton.
lt. batt.—Light battery.
lt. inf.—Light infantry.
L. U.—Liberal-Union.
l. u. e.—Left upper entrance.
Luth.—Lutheran.
lv.—Livres.
lyr.—Lyric.

M.

M.—Marcus, Marius, *Mille* (one thousand), Mucius.
M., Marq.—Marquis.
M., Matt.—Matthew.
M., Mem.—Member.

M., mid.—Middle.
M., Mo., Mon.—Monday.
M., Mons.—Monsieur.
m.—*Manipulus* (a handful), *Mensura* (measure, by measure), *Meridian, meridies* (noon), meter, minim (*naut. log-book*), mist, moon.
m., mas., masc.—Masculine.
m., mi.—Mile, mill.
m., min.—Minute.
m., mo., mth., (MOS., *pl.*)—Month.
M. A.—Military Academy, Master of Arts. (See A. M.)
Mac., Macc.—Maccabees.
Maced.—Macedonian.
mach., machin.—Machinery, machinist.
Mad., Madm.—Madam.
Ma. E.—Master of Engineering.
Mag.—Magazine.
M. Agr., Agr. M.—Master of Agriculture.
Maj.—Major.
Mal.—Malachi, Malayan.
mam.—Mammalogy.
Manit.—Manitoba.
manuf.—Manufactory.
manufr. (MFRS., *pl.*)—Manufacture.
manuf. (MFRS., *pl.*)—Manufacturers.
manuf., mfg.—Manufacturing.
M. Ap. Sc.—(See M. A. S.)
Mar., Mch.—March.*
mar.—Maritime.
March.—Marchioness.
marg.—Margin, marginal.
M. A. S.—Master of Applied Science.
Mass.—Massachusetts (official).
math.—Mathematical, mathematician, mathematics.

*March is preferably written in full.

Max.—Maxim, Maximilian.

M. B.—(See B. M.)

M. B. Sc.—Master of Business Science.

M. C., M. Ch.—Master of Surgery (*Chirurgiae*).

M. C.—Master Commandant, Master of Ceremonies, Member of Congress, Member of Council.

M. C. D.—Doctor of Comparative Medicine.

M. C. E.—Master of Civil Engineering.

M. D.—Middle Dutch, Doctor of Medicine.

Md.—Maryland (official).

m. d.—*Main droite* (right hand), months (after) date.

Mdlle., Mlle.—Mademoiselle.

M. D. S.—Master of Dental Surgery.

mdse.—Merchandise.

M. D. V.—(Same as D. V. M.)

M. E.—Mechanical Engineer, Methodist Episcopal, Middle English, Military Engineer, Mining Engineer, Most Excellent.

Me.—Maine (official).

meas.—Measure.

mech.—Mechanical, mechanics.

M. E. C. L.—Mistress of English and Classical Literature.

M. E. D.—Master of Elementary Didactics.

Med.—Medical, medicine, medieval.

Med. Dir.—Medical Director.

Medit.—Mediterranean.

M. E. G. H. P.—Most Excellent Grand High Priest.

M. E. L.—Master (or Mistress) of English Literature. (Same as M. Lit.)

Mem.—*Memento* (remember), memoir, memorandum.

mensur.—Mensuration.

mer.—Meridian.

Merc.—Mercurial, mercury.

M. E. S.—Methodist Episcopal South.

Messrs., MM.—Messieurs (gentlemen; sirs).

met., metaph.—Metaphysical, metaphysically, metaphysics, metaphor, metaphorical, metaphorically.
Met., Metrop.—Metropolitan.
metal., metall.—Metallurgy.
meteor.—Meteorological, meteorology.
Meth.—Methodist.
Mex.—Mexican, Mexico.
m. f.—*Mezzo forte* (mus., rather loud).
mfd.—Manufactured.
M. ft.—*Mistura fiat* (let a mixture be made).
M. G.—Medical Gymnast (a Swedish degree), Graduate in Music, Major-General, Mesogothic.
m. g.—*Main gauche* (*Mus.,* left hand).
M. Gr.—Middle Greek.
Mgr., Monsig.—Monsignor.
M. H.—Master of Horticulture.
M. H., M. Hon.—Most Honorable.
M. H. G.—Middle High German.
M. H. S.—Massachusetts Historical Society, Member of the Historical Society.
Mic.—Micah.
Mich.—Michaelmas, Michigan (official).
mid.—Midshipman.
mil., milit.—Military.
min.—Mining.
min., mineral.—Mineralogical, mineralogy.
Minn.—Minnesota (official).
Min. Plen.—Minister Plenipotentiary.
Min. Res.—Minister Resident.
Mis., Mo. (official)—Missouri.
misc.—Miscellaneous, miscellany.
Miss.—Missouri, Missionary, Mississippi.
M. L.—Master of Law, Master of Literature, Medieval Latin, Middle Latin.
ml.—Milliliter.
M. L. A.—Master (or Mistress) of Liberal Arts.
M. L. G.—Middle Low German.

M. L. S.—Master of Library Science. (See B. L. S., D. L. S.)

MM.—(Their) Majesties, martyrs. Also plural for Latin words commonly abbreviated M.

mm.—Millimeter.

M. M. E.—Master of Mechanical Engineering.

Mme. (Mmes., *pl.*)—Madame.

M. Mus.—Master of Music.

M. N. A. S.—Member of the National Academy of Sciences.

M. N. S.—Member of the Numismatical Society.

M. O.—Master of Oratory.

mod.—Moderato, modern.

Moham.—Mohammedan.

mol. wt.—Molecular weight.

Mon.—Monastery.

mon.—Monetary.

Mont.—Montana (official).

Mor.—Morocco.

morn.—Morning.

M. P.—Master of Painting, Member of Parliament, Methodist Protestant, Metropolitan Police, *millia passium* (a thousand paces: the Roman mile), Municipal Police.

M. P. C.—Member of Parliament in Canada.

M. Ph.—Master of Philosophy.

M. P. L.—Master (or Mistress) of Polite Literature. Indicates same as M. Lit.

M. P. P.—Member of Provincial Parliament.

Mr.—Mister (Master).

M. R.—Master of the Rolls.

M. R. A. S.—Member of the Royal Academy of Science.

Mrs.—Misses (Mistress).

MS. (MSS., *pl.*)—Manuscript.

M. S.—Master of Surgery, *memoriae sacrum* (sacred to the memory).

M. S., M. Sc.—Master of Science.

m. s.—Months (after) sight.
M. S. A.—Master of Scientific Agriculture, Mistress of Science and Arts.
M. S. D.—Master of Scientific Didactics.
m. s. l.—Mean sea level.
Mt. (Mts., *pl.*)—Mount, mountains.
M. T. C.—Marcus Tullus Cicero.
Mus.—Museum, music, musical.
Mus. B.—(Same as B. Mus.)
Mus. D.—(Same as D. Mus.)
M. V. (*Medicus Veterinarius*)—Veterinary Physician. Course of four or five years.
m. v.—*Mezza voce* (music with half the power of the voice).
M. V. D.—(Same as D. V. M.)
M. W.—Most Worshipful, Most Worthy.
M. W. G. C. P.—Most Worthy Grand Chief Patriarch.
M. W. G. M.—Most Worshipful (or Worthy) Grand Master.
M. W. V.—Mexican War Veterans.
Myst.—Mysteries.
myth.—Mythological, mythology.

N.

N.—Nero, nitrogen, Norse.
N., Nep.—Neptune.
N., No., Nor.—North.
N., North.—Northern.
n.—Name, *natus* (born), new, nomen, noon, note, noun.
n., na.—Nail.
n., neut.—Neuter.
n., nom., nomin.—Nominative.
n., No. (Nos., *pl.*)—Number.
N. A.—National Academician.

N. A., N. Am.—North America, North American.
N. A. D.—National Academy of Design.
Nah.—Nahum.
Nap.—Napoleon.
narr.—*Narratio* (in law, a formal statement).
N. A. S.—National Academy of Sciences
Nat.—Natal, National.
nat.—Natural, naturalist.
Nath.—Nathaniel.
Nat. Hist.—Natural History.
nat. ord.—Natural order.
Nat. Sc. Doc.—Doctor of Natural Science. Ranks with Ph. D.
naut.—Nautical.
nav.—Naval.
nav., navig.—Navigation.
Nav. Const.—Naval constructor.
navig.—Navigator.
N. B.—New Brunswick, North Britain, North British, *nota bene* (note well).
N. C.—New Church, North Carolina (official).
n. d.—No date.
N. Dak.—North Dakota (official).
N. E.—Northeast, Northeastern.
N. E., N. Eng.—New England.
Neb., Nebr. (official)—Nebraska.
neg.—Negative, negatively.
Neh.—Nehemiah.
n. e. i.—*Non est inventus* (is not found).
nem. con.—*Nemine dissentiente* (no one contradicting, unanimously).
Neo-Plat.—Neo-Platonic.
Neth.—Netherlands.
Nev.—Nevada (official).
New M., N. M., N. Mex. (official)—New Mexico.
New Test., N. T.—New Testament.

N. F.—New Foundland, New French, Norman French.

N. G.—National Guard, New Grenada, Noble Guard.

n. g.—No good.

Ng., Norw.—Norwegian.

N. Gr.—New Greek.

N. H.—New Hampshire (official).

N. H. D.—(Same as Doc. Nat. Hist.)

N. Heb.—New Hebrew.

N. H. G.—New High German.

N. H. H. S.—New Hampshire Historical Society.

Nicar.—Nicaragua.

No. Pri., N. P.—*Nisi Prius* (unless before)

N. L.—New Latin.

N. J.—New Jersey (official).

n. l.—*Non licet* (it is not permitted), *non liquet* (it is not clear), *non longe* (not far).

N. L.—North Latitude.

N. N. E.—North-northeast.

N. N. W.—North-northwest.

N. O.—Natural order, New Orleans.

nol. pros.—*Nolle Prosequi* (to be unwilling to prosecute).

Non-com.—Non-commissioned, non-commissioned officer.

non con.—Non-content, *i. e.*, dissentient.

non cul.—*Non culpabilis* (not guilty).

non obs., non obst.—*Non obstante* (notwithstanding).

non pros.—*Non prosequitur* (he does not prosecute).

non seq.—*Non sequitur* (it does not follow).

n. o. p.—Not otherwise provided for.

Nor.—Norman.

Northum., Northumb.—Northumberland.

Norw.—Norway.

Nov.—November.

N. P.—New Providence, Notary Public.

N. P. D.—North polar distance.

N. S.—New School, New Series, New Side, New Style, *Notre Seigneur* (Our Lord), Nova Scotia, Numismatic Society.

n. s.—Not specified.

N. S. J. C.—*Noster Salvator Jesus Christus* (Our Savior Jesus Christ), *Notre Seigneur Jesus Christ* (Our Lord Jesus Christ).

N. S. W.—New South Wales.

N. T.—New translation.

n. u.—Name unknown.

Num., Numb.—Numbers.

num.—Numeral.

numis.—Numismatic, Numismatics, Numismatology.

nux vom.—Nux vomica.

N. V.—New Version.

N. V. M.—Nativity of the Virgin Mary.

N. W.—Northwest, northwestern.

N. W. S. A.—National Woman's Suffrage Association.

N. W. T.—Northwest Territory.

N. Y.—New York (official).

N. Y. H. S.—New York Historical Society.

N. Z., N. Zeal.—New Zealand.

O.

O.—Ohio, Ossa, Oxygen.

o.—*Octarius* (a pint), old (*naut. log-book*), overcast.

O. B.—(Same as B. O.)

Ob., Obad.—Obadiah.

ob.—*Obiit* (died), *obiter* (incidentally, by the way), oboe.

obdt., Obt., obt.—Obedient.

obj.—Object, objection, objective, objectively.

obl.—Oblique, oblong.

obs.—Observation, observatory, obsolete.

obstet.—Obstetrics.
O. Bulg.—Old Bulgarian.
oc.—Ocean.
O. Cel., O. Celt.—Old Celtic.
Oct.—October.
O. D.—Old Dutch.
O. Dan.—Old Danish.
O. E.—Old English.
O. F.—Odd Fellow, Old French.
off.—Official, officinal.
offg.—Officiating.
O. Fris.—Old Frisian.
O. G.—Outside Guard or Guardian.
O. Gael.—Old Gaelic.
O. H. G.—Old High German.
O. Ice., O. Icel.—Old Icelandic.
O. Ir.—Old Irish.
O. It.—Old Italian.
O. K. (O. K.s, *pl.*)—All correct. (Humorous spelling, oll korrect.)
O. K.d—All corrected.
O. K.ing—Correcting.
Okla.—Oklahoma (official).
O. L.—Old Latin.
Ol.—*Oleum* (oil).
Ol., Olym.—Olympiad.
Old Test., O. T.—Old Testament.
O. L. G.—Old Low German.
O. M.—Old measurement.
omn. hor.—*Omni hora* (every hour).
O. M. V.—Master of Obstetrics of Vienna.
O. N.—Old Norse.
O. N. F.—Old Northern French .
Ont.—Ontario.
O. P.—Old Price, *Ordinis Praedicatorum* (of the order of Preachers or Dominicans).
Op.—Opera.

op.—Opus.
op., opp.—Opposite.
o. p.—Opposite prompt (side), out of print.
opp.—Opposed.
opt.—Optative, optical, optician, optics.
Or.—Oriental.
Or., Ore., Oreg.—Oregon.
orat.—Orator.
O. R. C.—Order of the Red Cross.
ord.—Ordained, order, ordinance, ordinary.
ord., ordn.—Ordnance.
org.—Organic, organized.
org. chem.—Organic chemistry.
orient.—Orientalist.
orig.—Origin, original, originally.
ornith.—Ornithological, ornithology.
O. S.—Old Saxon, Old School, Old Series, Old Side, Old Style, Outside Sentinel.
O. S. A.—*Ordinis Sancti Augustini* (of the Order of St. Agness).
O. S. B.—*Ordinis Sancti Benedicti* (of the Order of St. Benedict.)
O. S. F.—*Ordinis Sancti Francisci* (of the Order of St. Francis).
O. Sl.—Old Slavonic.
O. U. A.—Order of United Americans.
O. U. A. M.—Order of United American Mechanics.
Oxf.—Oxford.
oz. (oz., ozs., *pl.*)—Ounce.

P.

P.—Parnellite, Phosphorous, Publius.
p.—(*Naut. log-book*) passing showers, past, *pater* (father) penny, *pere* (father), *piano* (soft), pipe, pole, poudere (by weight).
p. (pp., *pl.*)—Page.

p., pop.—Population.
p., pt. (PTS., *pl.*)—Part, pint.
p., part., adj.—Participal adjective.
Pa. (official), Penn.—Pennsylvania.
P. A.—Post Adjutant.
Pac. Oc.—Pacific Ocean.
p. ac.—*Partes aequales* (equal parts).
paint.—Painting.
Pal.—Palestine.
pal., paleon., paleont.—Paleontology.
pam., pamph.—Pamphlet.
Pan.—Panama.
par.—Paragraph, parallel, parish.
Para.—Paraguay.
Parl.—Parliament, parliamentary.
par. pas.—Parallel passage.
part.—Participle.
pass.—Passive.
Pata.—Patagonia.
path., pathol.—Pathology.
Patk.—Patrick.
Pat. Off.—Patent Office.
paym't, payt., pay't, pt. (PTS., *pl.*)—Payment.
P. C.—Pharmaceutical Chemist, *Patres Conscripti* (Conscript Fathers, Senators), Police Constable, Post Commander, Principal Conductor, Privy Council, Privy Councillor.
P. D.—(Same as Ph. D.)
p. c.—Postal card, *post consulatum* (after the councilship).
Pd.—Palladium.
pd.—Paid.
Pd. D.—Doctor of Pedagogy.
Pd. M.—Master of Pedagogy.
P. E.—Presiding Elder, Protestant Episcopal.
Pe. B.—Bachelor of Pedagogics.
P. E. I.—Prince Edward Island.

pen.—Peninsula.
Pent.—Pentecost.
peo.—People.
per.—Period.
per., pers.—Person.
Per., Pers.—Persia, Persian.
per an.—*Per annum* (annually).
per ct.—Per cent.
perf., pf.—Perfect.
pers.—Personal, personally.
persp.—Perspective.
pert.—Pertaining.
Peruv.—Peruvian.
Pet.—Peter.
pf., pref.—Preferred.
p. f.—*Pui forte* (a little louder).
P. G.—German Pharmacopœia, Past Grand.
Pg., Port., Ptg.—Portugal, Portuguese.
P. G. M.—Past Grand Master.
Phar.—Pharmaceutical, pharmacopœia, pharmacy.
Phar. D., Pharm. D.—Doctor of Pharmacy.
Pharm. M.—Master of Pharmacy.
Ph. B.—(Same as B. Ph.)
Ph. D.—Doctor of Philosophy, also same as Phar. D.
Ph. M.—(Same as M. Ph.)
Phen., Phenic.—Phenician.
Phil.—Philip, Philippians.
Phil., Phila.—Philadelphia.
Phil., Philem.—Philemon.
phil., philos.—Philosopher, philosophical, philosophy.
Phil. Soc., Ph. S.—American Philological Society.
phon., phonet.—Phonetics.
phonog.—Phonography.
phonol.—Phonology.
phot., photog.—Photographic, photography.
phr.—Phrase.
phren., phrenol.—Phrenological, phrenology.

P. H. S.—Pennsylvania Historical Society.
phys.—Physical, physician, physics.
phys., physiol.—Physiological, physiology.
Phys. Sci.—Physical Science.
P. I.—Phonographic Institute, Philippine Islands.
pinx., pnxt., pxt.—*Pinxit* (painted it).
P. J.—Justice of the Peace, Police Justice, Presiding Judge, Probate Judge.
pk. (PKS., *pl.*)—Peck.
pkg. (PKGS., *pl.*)—Package.
P. L.—Paradise Lost, Poet Laureate.
pl.—Place, plate.
pl., plur.—Plural.
plup., plupf.—Pluperfect.
Plur.—Plurality.
P. M.—Past Master, Past Midshipman, paymaster, postmaster, *post meridian* (afternoon).
P. M., Pon. Max.—*Pontifex Maximus* (Supreme Pontiff).
pm.—Premium.
P. M. G.—Paymaster-general, Postmaster-general.
p. n.—Promissory note.
pneum.—Pneumatic, pneumatics.
po.—Pole: a measure.
P. O.—Post Office, Province of Ontario.
P. O. D.—Pay on Delivery, Post-Office Department.
poet.—Poetic, poetical, poetry.
Pol.—Poland, Polish.
pol., polit.—Political, politics.
polit. econ.—Political economy.
P. O. O.—Post-office order.
pop.—Popular, popularity.
pos., posit.—Positive.
pos., poss.—Possession, possessive.
pot.—Potential.
P. P.—*Parens* (or *Pater*) *Patriae* (Father of his Country), Parish priest.

p. p.—Past participle, play or pay.
p. p., per proc.—A proxy.
p. p., prop., propr.—Proprietor.
pp., ppp., pppp.—Pianissimo.
P. P. C.—*Pour prendre conge* (to take leave).
pph.—Pamphlet.
p. p. i.—Policy proof of interest.
p. pr., ppr.—Participle present.
ppr.—Proper.
P. Prog.—Pilgrim's Progress.
P. Q.—Previous questions, Province of Quebec.
pr.—Per, pretor, price.
pr. (PRS., *pl.*)—Pair.
pr., prep.—Preposition.
pr., pres.—Present.
pr., pron.—Pronominal, pronoun.
P. R.—Paradise Regained, *Populus Romanus* (the Roman People), Prize-ring.
P. R., P. Rico.—Puerto Rico.
Pr.—Praseodymium, priest, prince.
Pr. (PRS., *pl.*)—Printer.
Pr., Prov.—Provencal.
P. R. C.—*Post Roman conditam* (after the building of Rome).
Preb.—Prebend, prebendary.
Prec.—Preceding.
pref.—Preface, preference, prefix, prefixed
Pres.—President.
Pres., Presb.—Presbyterian.
pret.—Preterit.
prim.—Primary, primate, primitive.
prin.—Principal, principally, principles.
print.—Printing.
priv.—Privative.
p. r. n.—*Pro re nata* (as the occasion arises).
prob.—Probable, probably, problem.
Proc.—Proceedings.

Prof.—Professor.
Prom. Promontory.
pron.—Pronounced, pronunciation.
prop.—Properly, proposition.
pros.—Prosody.
Prot.—Protestant.
pro tem.—*Pro tempore* (for the time being).
Prov.—Provence, Proverbs, Province, Provost.
Prov., prov.—Provincial.
prov.—Proverbially.
prox.—*Proximo* (next month).
Prus.—Prussia, Prussian.
P. S.—Permanent Secretary, *post scriptum* (PSS., *pl.*) (post script), Principal Sojourner, Privy Seal.
ps.—Pieces.
Ps., Psa.—Psalm, Psalms.
pseud.—Pseudonym.
psych.—Psychic, psychical.
psych., psychol.—Psychology.
Pt.—Platinum, point, port.
p. t.—Post-town.
P. T.—Pupil teacher.
P. T. O.—Please turn over.
pub.—Public, published, publisher, publishing.
pub., pubn.—Publication.
pulv.—*Pulvis* (powder).
p. v.—Post-village.
pwt.—Pennyweight.
P. X.—Please exchange.

Q.

Q.—Quintius, Quintus, Quirites.
Q., Qu.—Queen.
Q., Que.—Quebec.
q.—Quasi, (*Naut. log-book*) squalls.
q., qr. (qrs., *pl.*)—Quadrane (farthing).

q., qu., qy.—Query.
q., qu., ques.—Question.
q., ql.—Quintal.
Q. A. B.—Queen Anne's Bounty.
Q. B.—Queen's Bench.
Q. C.—Queen's College, Queen's Counsel
q. d.—*Quasi dicat* (as if he should say), *quasi dictum* (as if said), *quasi dixisset* (as if he had said).
q. e.—*Quod est* (which is).
q. e. d.—*Quod erat demonstrandum* (which was to be demonstrated).
q. e. f.—*Quod erat faciendum* (which was to be done).
q. e. i.—*Quod erat inveniendum* (which was to be found out).
q. l.—*Quantum libet* (as much as is agreeable).
Q. M.—Quartermaster.
qm.—*Quomodo* (in what manner, by what means, how).
Q. Mess.—Queen's Messenger.
Q. M. G.—Quartermaster-general.
q. p., q. pl.—*Quantum placet* (as much as seems good).
qr. (QRS., *pl.*)—Quarter (weight or measure), quire.
q. s.—*Quantum sufficit* (as much as suffices), quarter section.
Q. S.—Quarter-sessions.
qt. (QTS., *pl.*)—Quart.
qu.—Quantity.
qu., quar., quart.—Quarter, quarterly.
quad.—Quadrant, quadrate.
q. v.—*Quantum vis* (as much as you will), *Quod vide* (which see).

R.

R.—*Regina* (Queen), response, *Respublica* (the Republic), retired, *Rex* (King), *Roma* (Rome), Rufus (*Naut. log-book*) run (deserted).

R., Rad.—Radical.
R., R. W., Rw., Ry.—Railway.
R., Ream.—Reamur.
R., Rec.—Recipe.
R., Rect.—Rector.
R., Rep., Repub., Rp.—Republic, Republican.
R., Riv.—River.
R., Robt.—Robert.
r.—(*Naut. log-book*) rainy, rare, residence, resides, right, rises, rod.
r. (RS., *pl.*)—Rupee.
r., ro.—Rood.
R. A.—Rear-admiral, right ascension, Royal Academy, Royal Arcanum, Royal Artillery, Russian America.
Rabb.—Rabbinical.
R. A. C.—Royal Arch Chapter.
rad.—*Radix* (root).
rall.—Rallentando (gradually slower).
R. A. M.—Royal Academy of Music, Royal Arch Mason.
R. C.—Red Cross.
R. C., Rom. Cath.—Roman Catholic.
r. c.—Right center.
R. C. A.—Reformed Church in America.
R. C. Ch.—Roman Catholic Church.
rcpt., rec't, rect.—Receipt.
R. E.—Reformed Episcopal, Right Excellent, Royal Engineers, Royal Exchange.
r. 1. e., r. 2. e.—Right first entrance, right second entrance, etc.
rec'd, recd.—Received.
Rec. Sec.—Recording Secretary.
Ref.—Reformation.
Ref. Ch.—Reformed Church.
refl.—Reflection, reflective, reflex, reflexive, reflexively.
Reg.—Register, Registrar.

reg.—Registry, regular.
Reg., Regt.—Regent, Regiment.
rel.—Relative, relatively, religion, religious, *reliquae* (remains, relics).
rel. pron.—Relative pronoun.
rem.—Remark.
Rep.—Reporter, Representative.
Rep., rpt.—Report.
rep., repr.—Representing.
retd.—Returned.
Rev.—Revelation, revenue, review, revolution.
Rev., Rev'd (Revs., *pl.*)—Reverend.
rev.—Revise, revised, revision.
Rev. Stat., Rev. Stats., R. S.—Revised Statutes.
Rev. Ver., R. V.—Revised Version.
R. F.—*Republique Francaise* (French Republic).
r. h.—Right hand.
R. H.—Royal Highness.
rhet.—Rhetoric, rhetorical.
R. I.—Rhode Island (official).
Rich., Rich'd.—Richard.
R. I. P.—*Requiescat in pace* (may he [or she] rest in peace).
rit., ritard.—Ritardando (Mus., gradually slackening the speed).
riten.—Ritenuto (same as ritardando).
rm.—Ream.
R. N.—Royal Navy.
R. O.—Receiving Office.
Rom.—Roman, Romance, Romans.
Roum.—Roumanian.
R. P. E.—Reformed Protestant Episcopal.
R. S.—Recording Secretary.
r. s.—Right side.
R. S. V. P.—*Repondez, s'il vous plaît* (answer, if you please).
Rt. Hon.—Right Honorable.

Rt. Rev.—Right Reverend.
Rt. Wpful., R. W.—Right Worshipful.
r. u. e.—Right upper entrance.
Rus., Russ.—Russian.
R. W.—Right Worthy.

S.

S.—Scribe, segno, Sextus, Sign, Signor, sun.
S., Sab.—Sabbath.
S., St. (Ste., *fem.*; SS., *pl.*)—Saint.
S., Sa., Sat.—Saturday.
S., Sax.—Saxon.
S., s.—Scalar.
S., Serv.—Servius.
S., Soc.—Society.
S., So.—South.
S., Sou.—Southern.
S., Su., Sun., Sund.—Sunday.
s.—See, set, sinister (*Naut. log-book*), snow, solo, son, stem, succeeded.
s., sec.—Second.
s., sec., sect. (ss., *pl.*)—Section.
s., ser.—Series.
s., sh.—Shilling.
s., sin., sing.—Singular.
s., sop.—Soprano.
s., subst.—Substantive.
S. A.—South Africa, South Australia.
S. A., S. Am.—South America, South American.
s. a.—*Secundum artem* (according to art), *sine anno* (without date).
Sam., Saml.—Samuel.
Sam., Samar.—Samaritan.
San., Sans., Sansc., Sansk., Skr., Skt.—Sanskrit.
Sar.—Sardinia, Sardinian.
Sax.—Saxony.

S. B.—South Britain, Spartan Brotherhood, steamboat.
S. B., Sc. B.—(Same as B. Sc.)
S. C.—South Carolina, Staff Corps, Supreme Court.
s. c., s. caps., sm. caps.—Small capitals.
Sc., Scot.—Scotch.
Sc.—Scene.
sc., scil., SS.—Scilicet (namely, to wit).
sc., sculp., sculpt.—*Sculpsit* (engraved it).
Scan., Scand.—Scandinavian.
Sc. D., S. D.—(Same as D. S.)
sch., schol.—*Scholium* (a note).
sch., schr.—Schooner.
sci.—Science, scientific.
sci. fa.—*Scire facias* (that you cause to know: a judicial writ).
Sclav.—Sclavonic.
Sc. M., S. M.—(Same as M. S.)
Scot.—Scotland, Scottish.
scr.—Scruple.
Script.—Scriptural, scripture.
sculp., sculpt.—Sculptor, sculptural, sculpture.
S. D.—*Salutem dicit* (sends greeting), Senior Deacon.
s. d.—*Sine die* (without day).
S. Dak.—South Dakota (official).
S. E.—Southeast, Southeastern.
Sec.—Secretary.
sec.—Secant.
Sec. Leg.—Secretary of Legation.
sec. leg.—*Secundum legem* (according to law).
sec. reg.—Secundum regem.
sel.—Selected, selection.
Sem.—Seminary, Semitic.
sem.—*Semble* (it seems).
Sen.—Senate, Senator.
sen., senr., Sr.—Senior.
Sen. Doc.—Senate Document.

sep.—Separate.
Sep., Sept.—September, Septuagint.
seq., sq.—*Sequentes, sequentia* (the following).
seqq., sqq.—*Sequentibus* (in the following places).
ser.—Sermon.
serg., sergt.—Sergeant.
serj., serjt.—Serjeant.
Serv.—Servia, Servian.
serv.—Servant.
sess.—Session.
sfz.—Sforando (Mus., accented forcibly).
S. G.—Solicitor-general.
s. g., sp. gr.—Specific gravity.
S. H.—School-house.
Shak., Shaks.—Shakespeare.
s. h. v.—*Sub hac verbo* or *voce* (under this word).
S. I.—Sandwich Islands, Staten Island.
Sib.—Siberia, Siberian.
Sic.—Sicilian, Sicily.
Sim.—Simeon.
sin.—Sine.
S. J.—Society of Jesus.
S. J. C.—Supreme Judicial Court.
S. L.—Sergeant at Law, Solicitor at Law.
S. l., S. lat.—South latitude.
Slav.—Slavic, Slavonian, Slavonic.
sld.—Sailed.
s. l. p.—*Sine legitima prole* (without lawful issue).
S. M.—Senior Magistrate, sewing machine, State Militia.
S. M. E.—*Sancta Mater Ecclesia* (Holy Mother Church).
Smith. Inst.—Smithsonian Institution.
S. M. M.—*Sancta Mater Maria* (Holy Mother Mary).
s. m. p.—*Sine mascula prole* (without male issue).
s. n.—*Secundum naturam* (according to nature).
S. O.—Sub Office.

s. o.—Sellers' option.
Soc.—Socrates.
sociol.—Sociology.
Soc. Isl.—Society Islands.
S. of Sol.—Song of Solomon.
S. of T.—Sons of Temperance.
Sol., Solr.—Solicitor.
sol., solut.—Solution.
Soph.—Sophist, Sophocles, sophomore.
sov.—Sovereign.
Sp.—Spain, Spanish, Spirit.
s. p.—*Sine prole* (without issue).
sp.—Spelling.
S. P. C.—Society for the Prevention of Crime.
S. P. C. A.—Society for the Prevention of Cruelty to Animals.
S. P. C. C.—Society for the Prevention of Cruelty to Children.
spec.—Special, specially.
spec., specif.—Specific, specifically.
sport.—Sporting.
S. P. Q. R.—*Senatus Populusque Romanus* (The Roman Senate and People).
s. p. r.—*Sine prole superstite* (without surviving issue).
spt.—Seaport.
sq.—Square.
sq. ft., sq. in., etc.—Square foot (or feet), square inch, etc.
Sr.—Sir. (See Senior.)
S. R. I.—*Sacrum Romanum Imperium* (Holy Roman Empire).
SS.—*Semis* (half).
S. S.—Sabbath-school, Sunday-school.
s. s.—Screw steamer, steamship.
SS. D.—*Sanctissimus Dominus* (Most Holy Lord [the Pope]).

S. S. E.—South-southeast.
S. S. W.—South-southwest.
St.—Strait.
St. (Sts., *pl.*)—Street.
st.—Stanza, stet, stone, strophe.
s. t.—*Senza tempo* (without marked time), short ton.
S. T. B.—(*Sacrae Theologiae Baccalaurous*) Bachelor of Theology. Indicates same as B. D.
Stat.—*Statim* (immediately), statuary, statute.
S. T. D.—(*Sacrae Theologiae Doctor*) Doctor of Divinity. Indicates same as D. D.
ster., stereo.—Stereotype, stereotyper, stereotyping.
ster., stg.—Sterling.
str.—Steamer.
sub.—Suburb, suburban.
sub., subj.—Subject, subjective, subjunctive.
sub., subst.—Substitute.
subsect.—Subsection.
suf., suff.—Suffix.
Sult.—Sultan.
sup.—Supine, supra.
Sup. Ct.—Superior Court, Supreme Court.
sup., super.—Superior, superfine.
sup., superl.—Superlative.
sup., Supp.—Supplement.
sup., Supr.—Supreme.
Supt.—Superintendent.
Surg.—Surgeon.
surg.—Surgery, surgical.
Surv.—Surveying, surveyor.
s. v.—*Sub verbo* or *voce* (under the word).
S. V.—*Sancta Virgo* (Holy Virgin), *Sanctitas Vestra* (Your Holiness), Sons of Veterans.
S. W.—Senior Warden, southwest, southwestern.
Sw.—Sweden, Swedish.
Swit., Switz.—Switzerland.
sym.—Symbol, symbolic.

syn.—Synonym, synonymous.
synop.—Synopsis.
Syr.—Syria, Syriac, Syrian.
syr.—Sirup.
syst.—System.

T.

T.—Tensor.
T., Ter., Terr.—Territory.
T., Test.—Testament.
T., Tit.—Titus.
T., Tu., Tues.—Tuesday.
T., Tul., Tvl.—Tullius.
t.—(*Naut. log-book*) thunder, ton, town, tun, *tutti* (all together).
t., temp.—*Tempore* (in the time [of]).
t., ten.—Tenor.
t., tom.—Tome.
t., tp.—Township.
t., trans., tr.—Transitive.
T. A. B.—Total Abstinence Brotherhood
tal. qual.—*Talis qualis* (of average quality).
tan.—Tangent.
tart.—Tartaric.
Tb., Ti., Tib.—Tiberius.
tc., tier. (TCS., TRCS., *pl.*)—Tierce.
T. E.—Typographical Engineer. (Four years' course.)
tech.—Technical, technically.
tech., technol.—Technology.
tel., teleg.—Telegram, telegraph, telegraphic.
temp.—Temporal, temporary.
Tenn.—Tennessee (official).
term.—Termination.
Teut.—Teuton, Teutonic.
Tex.—Texan, Texas (official).

Text. Rec.—*Textus receptus* (received text).
tf.—Till forbidden.
t. g.—Type genus.
Th.—Theophilus, Thomas.
Th., Thu., Thur., Thurs.—Thursday.
theat.—Theatrical.
Theo.—Theodore.
theol—Theologian, theological, theology.
theor.—Theorem.
Theos.—Theosophical, theosophist, theosophy.
therap.—Therapeutic, therapeutics.
Thess.—Thessalonians.
thlr.—Thaler.
Tho., Thos.—Thomas.
t. i. d.—*Ter in die* (three times a day).
Tim.—Timothy.
tinct.—Tincture.
T. O.—Turn over.
Tob.—Tobit.
tonn.—Tonnage.
topog.—Topographical, topography.
Tr.—Trustee.
Tr., Trb.—*Tribunus* (tribune).
Tr., Trans.—Transactions, translator.
Tr., Treas.—Treasurer
tr.—Transpose, trill.
tr., trans.—Translated, translation.
trag.—Tragedy, tragic.
transf.—Transferred.
Trav.—Travels.
Treas.—Treasury.
trig., trigon.—Trigonometrical, trigonometry.
Trin.—Trinity.
trop.—Tropic, tropical, tropically.
ts.—Till sale.

T. L. L.—To take leave.
Tur., Turk.—Turkey, Turkish.
typ., typo., typog.—Typographer, typographic, typography.

U.

U.—Uranium.
u.—(*Naut. log-book*). Ugly, threatening weather; you.
U. B.—United Brethren.
U. C.—Upper Canada, *urbe condita* (the city being built: year of Rome).
U. G. R. R.—Underground railroad.
U. J. D.—Doctor of Both Laws (the canon and civil laws).
U. K.—United Kingdom.
ult., ulto.—Ultimo (last [month]).
um., unm.—Unmarried.
ung.—*Unguentum* (ointment).
Unit.—Unitarian.
Univ.—Universalist, University.
univ.—Universal.
U. P.—United Presbyterians.
up.—Upper.
Uru.—Uruguay.
U. S.—Uncle Sam, United Service, United States.
u. s., ut. sup.—*Ut. supra* (as above).
U. S. A.—United States Army, United States of America.
U. S. C. C. or Ct.—United States Circuit Court.
U. S. L.—United States Legation.
U. S. M.—United States Mail, United States Marines.
U. S. M. A.—United States Military Academy.
U. S. N.—United States Navy.
U. S. N. A.—United States Naval Academy.
U. S. P., U. S. Pharm.—United States Pharmacopœia.

U. S. S.—United States Senate, United States Ship, United States Steamer.
U. S. S. C. or Ct.—United States Supreme Court.
U. S. Sig. Serv.—United States Signal Service.
U. S. S. S.—United States Steamship.
usu.—Usual, usually.
u. s. w.—*Und so weiter* (and so forth).
U. T. or Ter.—Utah Territory.
ut dict.—Ut dictum (as directed).
ux.—*Uxor* (wife).

V.

V.—Vice, Victoria.
V., Ven.—Venerable.
V., Vis., Visc., Visct.—Viscount.
V. (VV., *pl.*)—Violin.
V., vol. (vols., *pl.*)—Volunteer.
v., vb.—Verb.
v., ver.—Verse.
v., vs.—*Versus* (against).
v., vid.—*Vide* (see).
v., vil.—Village.
v., voc.—Vocative.
v., vol. (vols., *pl.*)—Volume.
V. A.—Vice-admiral, (Order of) Victoria (and) Albert.
V. A., Vic. Ap.—Vicar Apostolic.
v. a.—Verbactive, *vixit annos* (lived [so many] years).
V. a., vb. a.—Verbal adjective.
Va.—Virginia (official).
val.—Value.
var.—Variant, variety.
var. lect.—*Varia lectio* (varying reading).
Vat.—Vatican.
v. aux.—Verb auxiliary.

vb. n.—Verbal noun.
V. C.—Vice-chairman, vice-chancellor, Victoria Cross.
v. d.—Various dates.
v. def.—Verb defective.
v. dep.—Verb deponent.
V. D. L.—Van Dieman's Land.
V. D. M.—*Verbi Dei Minister* (Minister of the Word of God).
Venet.—Venetian.
Venez.—Venezuela.
Verm., Vt. (official)—Vermont.
Vert.—Vetebrata, vertebrate.
ves.—Vessel.
vet., veter.—Veterinary.
Vet. Surg., V. S.—Veterinary Surgeon.
V. G.—Vice-grand.
V. G., Vic. Gen.—Vicar-general.
v. g.—*Verbi gratia* (for example).
v. i.—Verb intransitive.
Vice Pres., V. P.—Vice-president.
v. imp.—Verb impersonal.
v. irr.—Verb irregular.
viz.—*Videlicet* (to wit, namely).
V. M.—(Same as M. V.)
V. M. D.—(Same as D. V. M.)
v. n.—Verb neuter.
vocab.—Vocabulary.
volc.—Volcano.
V. R.—*Victoria Regina* (Queen Victoria).
V. R., V. Rev.—Very Reverend.
v. r.—Verb reflexive.
V. R. P.—*Vestra Reverendissima Paternitas* (Your Very Reverend Paternity).
v. s.—*Volte subito* (turn over quickly).
v. t.—Verb transitive.
vul., vulg.—Vulgar, vulgarly.
Vul., Vulg.—Vulgate.

vv. ll.—*Variae lectiones* (various readings).
V. W.—Very Worshipful.
v. y.—Various years.

W.

W.—Warden, Welsh, West, Western, Wolfram.
W., We., Wed.—Wednesday.
W., Wm.—William.
w.—(*Naut. log-book*) wet dew, wife.
w., wk.—Week.
W. A.—West Africa, West Australia.
Wash.—Washington (State: official).
W. B.—Water Board, way-bill.
W. B. M.—Women's Board of Missions.
W. C.—Wesleyan Chapel, without charge.
W. C. A.—Women's Christian Association.
W. C. T. U.—Women's Christian Temperance Union.
Westm.—Westminster.
w. f., wf.—Wrong font.
W. G.—Worthy Grand.
W. Ger.—West Germanic.
whf.—Wharf.
W. I.—West India, West Indies.
Wis. (official), Wisc.—Wisconsin.
Wisd.—Wisdom (book of).
W. L.—Wave-length.
W. lon.—West longitude.
W. M.—Worshipful Master.
W. & M.—William and Mary (King and Queen).
W. N. W.—West-northwest.
Wp.—Worship.
W. P.—Worthy Patriarch.
Wpful.—Worshipful.
W. R., W. Rex.—King William.
W. S.—West Saxon, Writer to the Signet.
W. S. W.—West-southwest.

wt.—Weight.
W. Va.—West Virginia (official).
Wyo.—Wyoming (official).

X.

X., Xt.—(Gr. form of Ch., *Christos*) Christ.
X.—Xavier.
xcp.—Without coupon.
xd., xdiv.—Without dividend.
Xdr.—Crusader.
Xen.—Xenophon.
Xn., Xmas.—Christmas.
Xn., Xtian.—Christian.
Xnty., Xty.—Christianity.
Xper., Xr.—Christopher.

Y.

y., yd. (YDS., *pl.*)—Yard.
y., yr. (YRS., *pl.*)—Year.
Y. B., Yr. B.—Year-book.
Y. M. C. A.—Young Men's Christian Association.
Y. M. Cath. A.—Young Men's Catholic Association.
Y. P. S. C. E.—Young People's Society of Christian Endeavor.
yr.—Younger, your.
Y. W. C. A.—Young Women's Christian Association.
Y. W. C. T. U.—Young Women's Christian Temperance Union.

Z.

Z. G.—Zoological Garden.
Zn.—Zinc.
zoogeog.—Zoogeography.
zool.—Zoology, zoological.

ABBREVIATIONS OF THE MONTHS.

January—Jan.
February—Feb.
March—Mar.*
April—Apr.*
May—None.
June—None.
July—None.
August—Aug.
September—Sep. or Sept.
October—Oct.
November—Nov.
December—Dec.

ABBREVIATIONS OF THE STATES.

The following are the correct abbreviations of the names of the states:

Alabama—Ala.
Arizona—Ariz.
Arkansas—Ark.
California—Cal. or Calif.
Colorado—Col. or Colo. (Colo. is preferable).
Connecticut—Conn. or Ct.
Delaware—Del.
District of Columbia—D. C.
Florida—Fla.
Georgia—Ga.
Illinois—Ill. or Ills.
Indiana—Ind.
Indian Territory—Ind. T.
Kansas—Kan., Kans., or Kas.
Kentucky—Ky.
Louisiana—La.
Maine—Me.

* It is better form to write March and April in full.

Maryland—Md.
Massachusetts—Mass.
Michigan—Mich.
Minnesota—Minn.
Mississippi—Miss.
Missouri—Mo.
Montana—Mont.
Nebraska—Neb. or Nebr.
Nevada—Nev.
New Hampshire—N. H.
New Jersey—N. J.
New Mexico—N. M.
New York—N. Y.
North Carolina—N. C.
North Dakota—N. Dak.
Oklahoma—Okla.
Oregon—Ore.
Pennsylvania—Pa.
Rhode Island—R. I.
South Carolina—S. C.
South Dakota—S. Dak.
Tennessee—Tenn.
Texas—Tex.
Vermont—Vt.
Virginia—Va.
Washington—Wash.
West Virginia—W. Va.
Wisconsin—Wis.
Wyoming—Wyo.
British Columbia—B. C.
New Brunswick—N. B.
Nova Scotia—N. S.
Ontario—Ont.
Quebec—Q., Que.
Idaho, Iowa, Ohio and *Utah* should not be abbreviated.

THE HYPHEN

The hyphen is a short dash used to join words that do not sufficiently coalesce to form one word, but that are too closely connected in meaning to form two separate words; thus:

Door-knob, dancing-master, twenty-one, three-fifths, 3-inch board, 2½-inch pole, to-day, to-night, to-morrow, Anglo-Saxon, Sadler-Rowe Publishing Company, *commander-in-chief.*

Note.—In many instances, usage varies as to the employment of the hyphen, and, in consequence, it is difficult to give specific rules for the compounding of words; thus: *school-house* is written with the hyphen or as one word, *schoolhouse.* The following rules, however, are universally observed by careful writers:

Rule 1. Temporary compounds are hyphenated; thus:

(*a*) An adjective modifier consisting of an adjective and a noun, an adjective and a participle, two adjectives, or an adverb and a participle; as: "The took an *eight-mile* drive in the evening" (an adjective and a noun); "His *far-seeing* eyes rested on her face" (an adjective and a participle); "He had the *half-barbaric* superiority of the aristocrat" (two adjectives); "The stranger bowed with *well-bred* deference" (an adverb and a participle).

Note.—*Half* when used with either another adjective, a participle, or an adverb, is connected with it by a hyphen; thus: *half-barbaric* superiority (two adjectives);

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*From Correct English: A Complete Grammar.

half-frightened voice (adjective and participle); *half-hourly* intervals (adjective and adverb); *half-inch* space (adjective and noun).

Well and *ill* when used with a participle to form an adjective modifier, are always joined to the participle by a hyphen; but when used merely to modify a participle in the predicate, the hyphen is not employed; thus: "A *well-mannered* young man;" "An *ill-behaved* child," but "The young man was *well mannered;*" "The child was *ill behaved.*" *Self* when used with an adverb, a noun, or another adjective, is always connected with it by a hyphen; thus: *self-confident,* or *self-assertive* (two adjectives); *self-asserting* (adjective and participle); *self-confidently* (adjective and adverb); *self-command* (adjective and noun).

(*b*) A phrase forming a temporary compound is hyphenated; thus: "A *never-to-be-forgotten* event;" "An *I-told-you-so* expression;" "An *unlooked-for* visitor."

Rule 2. The hyphen is used when, by its omission, an entirely different meaning would be conveyed; thus:

Bird's-eye (plant); *dog's-tooth* (grass).

Note that *bird's eye* or *dog's tooth* written without the hyphen would convey a different meaning.

Rule 3. The hyphen is used to divide words into the syllables of which they are composed, as when giving the pronunciation of a word, or when carrying a syllable to the next line.

This division of words in syllables is known as syllabication. The following are the most important principles to be observed:

(*a*) Words should be divided, when possible, according to their pronunciation, all letters necessary to the

pronunciation of each syllable being given; thus: *sis-ter; broth-er; moth-er; cous-in; hap-py; an-gel-ic.*

(*b*) Words should be divided according to their derivation, so as to separate the prefix, the suffix, or the grammatical ending from the rest of the word; thus: *re-mem-ber; re-solve; wid-ow; win-dow; sin-ful; soul-ful.*

(*c*) When the derivation and the pronunciation conflict, then precedence should be given to the latter; thus: *rep-re-sent* (not *re-pre-sent*); *ho-me-op-a-thy* (not *ho-me-o-path-y*).

Note that the syllables are divided in accordance with the pronunciation, but contrary to the derivation of the words; thus, according to the derivation of *represent,* the prefix *re* should be separated from the word *present,* whereas the word is divided in conformity with its pronunciation, which makes the vowel short in the syllable *rep.*

(*d*) When two or more vowels are placed together to form a diphthong or a triphthong, as the case may be, they must not be separated; as, *loy-al; joy-ous;* but when two or more vowels placed together do not form a diphthong or a triphthong, the vowels may be divided; thus: *a-e-ri-form; co-or-di-nate.*

(*e*) Two consonants or two aspirates or a consonant and an aspirate are usually separated, unless kept together by the operation of some other rule, as, for example, in paragraph *b;* thus: *col-lect; col-lar; hat-ter; en-ter,* but (*b*) *post-age; west-ern.*

Note.—There are several specific rules given by grammarians relatively to the placing of consonants, but they are, in the main, embodied in the foregoing rules; thus: the rule that a single consonant coming between two vowel sounds, must be placed with the first vowel if the

sound of the vowel is to be shortened, is embodied in the paragraph *a,* words should be divided according to their pronunciation; for example, in the word *study* (or *studies*) the consonant *d* is placed with the first vowel, *stud-y* (*stud-ies*), while in the word *student,* the consonant *d* is placed with the second vowel, *stu-dent.*

BUSINESS COMPOUND WORDS: HOW TO HYPHENATE THEM

Note.—The following list of compound words, alphabetically arranged, shows when the hyphen is required, and when it is not.*

The words in italics are not hyphenated:

able-bodied
adjutant-general
adjutants-general
advance-guard
afterthought
afterward or *afterwards*
aide-de-camp
aides-de-camp
air-brake
air-castle
air-cell
air-chamber
air-cushion
air-cylinder
air-duct
air-gage
air-gun
air-pump
a la carte
Written as three distinct words; dinner a la carte, meaning "by the card."
alamode
In the fashion.
alarm-clock
all right
Written as two words.
Anglo-American
Anglo-Catholic
Anglo-Danish
Anglo-French
Anglo-Indian
Anglo-Irish
Anglo-Norman
Anglo-Saxon
ankle-deep
antechamber
antedate
antemeridian
ante-mortem
anybody
anyhow
any one
Usually written as two words.
anything
anyway
anywhere
archbishop
archchamberlain
arm's-length
arm's-reach
army-corps
audit-house
audit-office
backward or *backwards*
backwood
backwoods
backwoodsman
baggage-car
balance-sheet
Term used in book-keeping.
balance-wheel
ball-bearing
ball-lever
ballot-box
balustrade
bank-book
bank-credit
banquet-hall
banquet-house
barefaced

*Compiled from the Century Dictionary by the author.

barrel-bayonet
base-ball
base-board
basement-story
basket-wood
basketwork
basso-rilievo
bass-relief or
bas-relief
basswood
bath-tub
bath-room
battering-gun
battering-ram
battering-train
battle-ax
battle-cry
battle-field
bay-leaf
bay-rum
bay-window
beam-board
beam-line
beam-sheller
bearing-rein
bearskin
beau-ideal
beau monde
(Two words.)
bed-linen
bed-lounge
bedpost
bedridden
bed-rock
bedroom
bedside
bed-spring
bedstone
beechnut
bee-culture
beef-cattle
beef-herd
beefsteak
beehive
bee-line
beeswax
beet-press
beforehand
bel esprit
(Two words.) A fine genius or man of wit.
beaux esprits (pl)
Pronounced boz espre.
bellelettrist
Same as belletrist.
belles-lettres
Polite or elegant literature. Pronounced bel let'r.
belletrist
One devoted to belles-lettres.
bellettristic
Pertaining to belles-lettres.
bell-buoy
bell-hanger
bell-metal
bell-mouthed
bell-shaped
bell-tower
belt-coupling
belt-lacing
belt-pipe
belt-screw
belt-shifter
belt-tightener
bench-clamp
bench-drill
bench-level
bench-plane
bench-screw
bench-shears
bench-show
bench-warrant
berth-deck
bevel-angle
bevel-gear
beveling-board
beveling-machine
bevel-jack
bevel-square
bilge-water
bill-board
bill-book
billet-doux
billet-head
billets-doux
bill-head
billiard-ball
billiard-cloth
billiard-cue
billiard-table
bill-poster
bio-bibliographical
Treating of or dealing with both the life and the writings of an author.
birch-broom
bird-cage

bird-catcher
bird-fancier
bird-seed
bird's-eye
bird's-nest
birthday
birth-mark
birthplace
birth-rate
birthright
bishophood
bishop-sleeve
bit-pincers
bit-stock
bit-strap
blackball
blackberry
blackboard
black-lead
(noun)
blacklead (verb)
To cover with black-lead.
black-letter
Name of Gothic or Old English letter.
black-list (noun)
blacklist (verb)
blackmail
(noun or verb.)
black-pigment
blacksmith
blade-metal
blameworthy
blanc-mange
or
blanc-manger
blank-book
blanket-clause
A general clause framed so as to provide for a number of contingencies.
blanket-deposit
A kind of ore deposit.
blanket-mortgage
blast-engine
blast-furnace
blasting-cartridge
blasting-fuse
blasting-gelatin
blasting-needle
blasting-oil
blasting-tube
blast-lamp
blast-pipe
The exhaust pipe of a steam-engine.
bleaching-liquid
bleaching-powder
blear-eyed
blendcorn
Wheat and rye sown together.
bleu-de-roi
In ceramics, the name given to the cobalt-blue color in European porcelain.
blindfold
blind-ink
A writing ink for the use of blind persons. On being applied to paper it swells, forming raised characters which can be read by the touch.
blindstitch
blockade-runner
block-bond
Term used in bricklaying.
block-coal
A kind of coal.
blockhouse
A detached fort.
block-tin
blood-cell
A blood corpuscle.
blood-heat
bloodhound
blood-poisoning
blood-red
blood-relation
bloodshed
blood-stain
bloodstone
bloodthirsty
blood-vessel
blood-warm
blotting-pad
blowpipe
bluecoat
blue-eyed
blue-grass
A kind of grass.
blue-grass region
blue-jacket
In the naval service, a sailor as distinguished from a marine; so called from the color of his jacket.
blue-laws
(The blue-laws of Connecticut.)

blue-mass
A drug.
blue-stocking
A literary woman.
blunderbuss
A short gun.
boa-constrictor
boarding-house
boarding-school
board-wages
boat-builder
boat-hook
boat-house
boatman
boat-racing
boatswain
boatwright
A boat-builder.
bob-sled
bob-sleigh
bobstay
bock-beer
body-guard
body-servant
bog-earth
bogie-engine
bog-land
bog-oak
bog-wood
Same as bog-oak.
boiler-iron
boiler-plate
boiler-shop
boiling-point
bolting-cloth
bomb-proof
Strong enough to resist the explosive force of shells.
bombshell
Same as bomb.
bon accord
(Two words.) Agreement or good will.
bona fide
(Two words.) Good faith.
bonbon
A sugar plum.
bondholder
bond-paper
A kind of paper used for printing bonds.
bondsman
One man who by bond becomes surety for another.
bondsman (pl.)
boneless
bone-phosphate
bone-yard
bon jour
(Two words.) Good-day; good-morning.
bon mot
(Two words.) A witticism.
bonne bouche
A dainty morsel.
bon soir
(Two words.) Good-evening; good-night.
bon-ton
Good tone; polite or fashionable society.
book-account
bookbinder
bookbindery
book-binding
bookcase
A case with shelves for books.
book-case
In law, a recorded case.
book-holder
bookkeeper
bookkeeping
book-learning
book-lore
book-mark
book-notice
book-rack
bookseller
book-store
book-worm
boot-black
bootjack
boot-lace
boot-last
bootmaker
boot-pattern
boot-stretcher
border-land
boring-machine
bowie-knife
bow-knot
A kind of slip-knot.
bowling-alley
bowling-green
bowstring
box-car
boxing-glove
boxing-match
box-money
box-office

box-plait
A double fold or plait.
box-seat
A seat in a theater-box or on the box of a coach.
boyhood
brain-cavity
One of the venticles of the brain, the interior of the cranium or skull containing the brain.
brain-fag
Mental fatigue, as from overwork.
brain-fever
brainless
brain-work
brakeman
brake-wheel
branding-iron
brand-new
or
bran-new
brass-band
brass-bars
brass-founder
brass-furnace
brazen-faced
bread-basket
bread-knife
breadwinner
breakdown
breakfast
breakwater
breast-bone
breastpin
breastplate
breastwork
breathing-place
breathing-space
breathless
breeches-buoy
Apparatus used in the life-saving service.
breech-loader
bric-à-brac
brickbat
brick-dust
brick-kiln
bricklayer
brick-mason
brick-press
Same as brick-machine.
brick-yard
bridegroom
bridesmaid
or
bridemaid
bridewell
bridle-path
bridle-rein
brigadier-general
brimstone
broadbrimmed
broadcast
broadcloth
broad-gage
broad-shouldered
broadside
The whole side of a ship.
broad-speaking
broad-spoken
broadsword
broken-hearted
broken-winded
Having short breath.
bronze-gold
broom-corn
broom-grass
broomstick
brotherhood
brother-in-law
browbeat
brownstone
A kind of sandstone.
brush-wheel
brushwood
buckboard
bucket-shop
buck-saw
buck-shot
buckskin
buckwheat
buffalo-gnat
buffalo-robe
buffer-bar
bugbear
buggy-plow
bugle-call
building-block
Block used in shipbuilding.
building-lease
A lease of land for a term of years.
bulldog
bulletin-board
bullet-machine
bullet-mold

bullet-probe
bullet-proof
bull's-eye
buoy-rope
The rope which fastens a buoy to an anchor.
burial-ground
burial-place
butt-end
or
but-end
The blunt end of anything.
butter-and-eggs
Name of a plant.
butter-box
A box or vessel for butter.
butter-knife
butterman
buttermilk
butter-mold
A mold in which pats of butter are shaped and stamped.
butter-tub
button-fastener
buttonhole
button-hook
buzz-saw
bygone
Past.
by-play
bystander
cablegram
Colloquial term for telegram.
cabman
calfskin
call-button
call-loan
A loan of money repayable on demand.
camp-stool
cannel-coal
cannon-ball
can-opener
cap-a-pie
captain-general
carbon-paper
carbon-print
car-brake
car-coupling
card-basket
cardboard
card-case
card-index
card-rack
card-table
cardtaker
carpet-sweeper
carriage-piece
carriageway
car-spring
cart-load
carving-fork
carving-knife
case-knife
case-lock
cash-account
cash-book
cash-boy
cash-credit
cash-day
cast-gate
casting-net
cast-iron
castle-builder
cast-off
castor-oil
casus belli
(Two words.)
catch-basin
catch-drain
catchword
cats-paw
or
catspaw
cattle-pen
cattle-range
cattle-show
causeway
cavalryman
cave-dweller
censorship
center-board
centerpiece
center-table
century-plant
cesspool
chafing-dish
chain-gang
chairman
chalk-line
chalkstone
chamber-council
chambermaid
chancellorship
chancel-rail
chancel-table
changing-house
chaplainship
chapter-house

charcoal-drawing
charcoal-pit
charewoman
chariot-race
charity-school
charnel-house
charwoman
chatterbox
checker-board
checkerwork
checkmate
check-rein
check-valve
cheek-bone
cheese-cloth
cheese-knife
cheese-maker
cheesemonger
chef-d'œuvre
chemico-electric
chemicogalvanic
chess-board
chessman
chess-player
chest-measure
chest-tone
or
chest-voice
cheval-glass
chewing-gum
chicken-pox
chief-justiceship
chieftainship
childhood
childless
child-wife
chimney-corner
chimney-top
chimneypiece
chimney-sweep
or
chimney-sweeper
Chinaman
chinaware
chin-strap
chisel-point
chit-chat
church-goer
church-going
churchman
church-member
cigar-case
clamp-iron
clam-shell
clansman
clasp-hook
clasp-knife
clasp-lock
class-fellow
class-leader
classman
classmate
clay-colored
claymore
clear-cut
clear-headed
clearing-house
clear-sighted
clergyman
clerkship
clientship
clingstone
clinkstone
cloak-room
clock-case
clock-maker
clockwork
clodhopper
clothes-basket
clothes-brush
clothes-horse
clothes-line
clothes-pin
clothes-press
clothes-sprinkler
cloud-burst
cloud-capped
or
cloud-capt
cloudless
club-house
clubman
club-room
coach-fox
coach-dog
coachmaker
coachman
coal-bed
coal-bin
coal-car
coal-carrier
coal-field
coal-gas
coal-hod
coal-oil
coal-pit
coal-tar
cobblestone
cocoanut
or
coconut

codfish
coffee-cup
coffee-mill
coffee-pot
commander-in-chief
commissary-agent
commissary-general
commissary-sergeant
commission-merchant
committeeman
congressman
construction-way
consulate-general
contrary-minded
cool-headed
copperplate
coppersmith
copy-book
copyhold
copyholder
copying-ink
copying-machine
copying-paper
copying-pencil
copying-ribbon
copyright
corkscrew
corn-bread
corn-cake
corn-cob
corn-field
corn-fritter
corn-law
cotton-mill
cotton-picker
council-board
council-chamber
councilman
counting-house
counting-room
country-bred
countryman
countrywoman
country-seat
county-seat
coupling-valve
court-yard
court-plaster
cowhide
cow-killer
cowpox
crab-apple
cubbyhole
cup-and-saucer
cupboard
darning-needle
daughter-in-law
daybreak
day-labor
day-laborer
daylight
deadhead
dead-line
dead-lock
or
deadlock
death-agony
death-bell
death-dance
death-mask
death-point
death-rate
death-trap
death-warrant
death-wound
deck-hand
deck-passenger
deed-box
deep-seated
Deo volente
(God willing.)
deposit-receipt
dessert-spoon
diamond-cutter
dinner-table
downtrodden
draft-book
draftsman
drainage-tube
draining-machine
draining-pump
drain-pipe
drawback
drawbridge
drawing-board
drawing-master
drawing-materials
drawing-room
drayman
dreamland
dredging-machine
dress-circle
dress-coat
dress-goods
dressing-gown

dressmaker
dress-parade
dress-uniform
drift-ice
driftweed
driftwood
drilling-machine
drill-master
drill-plow
drill-press
drill-sergeant
dripstone
driveway
drop-curtain
drop-light
drum-call
drumhead
drum-major
drumstick
dry-as-dust
dry-cure
dry-dock
dry-goods
drying-house
due-bill
dugout
dumb-bell
dumb-waiter
dump-cart
dunghill
dust-storm
Dutchman
duty-free
D-valve
dwelling-house
dwelling-place
dye-house
dyestuff
dynamite-gun
eagle-eyed
ear-drum
earmark
earnest-money
ear-ring
ear-shot
earth-born
earthenware
earthly-minded
earthquake
earthwork
ear-trumpet
ear-witness
East-Indiaman
easy-chair
eating-house
eavesdropper
ebb-anchor
ebb-tide
eccentric-gear
edge-rail
edging-machine
eduction-pipe
egg-beater
egg-shell
egg-tester
eider-down
eider-duck
elbow-room
elf-fire
elf-land
elsewhere
embossing-machine
embossing-press
emery-paper
emery-powder
emery-wheel
empty-handed
enamel-painting
engine-house
engine-room
Englishman
Englishwoman
ensign-bearer
entrance-hall
epoch-making
equalizing-bar
equilibrium-scale
equilibrium-valve
escape-valve
etching-needle
evaporating-pan
evenfall
evergreen
everlasting
ever-living
everybody
every-day
every one
(Two words.)
everything
examination-paper
exclamation-mark
exclamation-point
exhaust-chamber
exhaust-fan
exhaust-nozzle
exhaust-valve
expansion-valve

express-bullet
express-car
expressman
express-train
express-wagon
extension table
eyeball
eyebrow
eye-glass
eyehole
eyelash
eyelet-hole
eyelid
eyesight
eye-tooth
eye-witness
face-card
face-guard
face-plate
face-valve
fag-end
faint-heart
faint-hearted
fair-ground
fair-weather
fairy-land
faith-cure
faith-healer
falcon-eyed
falling-star
fallow deer
false-faced
falsehood
fancystore
fancywork
fan-jet
fanning-mill
farewell
far-fetched
farm-building
farm-hand
farm-house
farmstead
farm-yard
fashion-piece
fashion-plate
fast-day
father-in-law
fatherland
fathom-line
fatigue-call
fatigue-dress
fatigue-duty
feast-day
feather-bed
feeble-minded
feed-motion
feed-pipe
feed-pump
felling-axe
felling-machine
fellow-being
fellow-citizen
fellow-countryman
fellow-creature
fellow-man
felt-cloth
femme-de-chambre
fencing-school
ferry-boat
ferryman
fête-day
fever-blister
fever-heat
field-artillery
field-battery
field-colors
field-day
field-glass
field-gun
field-marshal
field-telegraph
fiend-like
figurehead
file-mark
filigree-work
fine-cut
finger-bowl
finger-mark
finger-tip
finishing-press
finishing-tool
finnan-haddock
fire-alarm
firearm
fire-bell
fire-boat
fire-box
firebrand
fire-brick
fire-brigade
fire-bucket
fire-clay
fire-company
fire-cracker
fire-damp
fire-department
fire-engine
fire-escape

fire-extinguisher
firefly
fire-insurance
firelight
fireman
fireplace
fire-plug
fire-proof
fireside
fire-trap
fire-wood
fireworks
fire-worship
first-begotten
first-class
first-fruit
first-rate
fish-bait
fish-culture
fisher-boat
fisherfolk
fisherman
fishing-banks
fishing-ground
fishing-net
fishing-rod
fishing-smack
fishing-tackle
fish-market
fishmonger
fish-pond
fish-roe
fish-scale
fish-torpedo
fishwife
five-fingered
five-spot
flag-bearer
flag-captain
flag-lieutenant
flagman
flag-officer
flag-ship
flagstaff
flag-station
flagstone
flash-light
flatboat
Flathead
flat-iron
flaxseed
fleet-footed
flesh-color
flesh-tint
fleur-de-lis
flint-glass
flint-lock
flintstone
flintware
floating-lever
flood-cock
flood-gate
flood-mark
flood-tide
flour-barrel
flour-mill
flour-sifter
flower-pot
flow-ice
flue-boiler
fluting-machine
flying-shot
fly-blister
flying-machine
fly-leaf
flyman
fly-net
fly-rail
fly-tent
fly-wheel
fob-chain
focusing-glass
foeman
fog-bank
fog-bell
fog-bound
fog-horn
fog-signal
folding-machine
foliage-plant
folk-lore
folk-song
foolhardy
foolscap
football
foot-board
foot-bridge
footfall
foot-gear
foot-hill
foothold
footlights
foot-line
footman
foot-note
foot-path
foot-press
footprint
foot-race
foot-rule
foot-screw

foot-sore
footstep
footstool
foot-worn
forcemeat
force-pump
fore-and-aft
forearm
fore-deck
forefather
foreground
forehead
foreman
foremast
forenoon
forepart
foresail
fore-sheet
foresight
forestall
forest-tree
forethought
foretop
foretopman
foretopmast
for ever
forthcoming
fortnight
forty-five
forty-knot
forty-niner
foster-child
foster-land
foster-nurse
foster-parent
foundation-stone
foundryman
fountainhead
fountain-pen
fourfold
four-poster
fourscore
fourth-class
fowling-piece
foxhound
fox-hunt
frame-house
framework
free-born
freedman
free-lance
freeman
Freemason
freethinker
free-trade
free-will
freezing-point
freight-car
freight-house
freight-train
Frenchman
Frenchwoman
fresco-painting
fresh-blown
freshman
fresh-water
fretwork
friction-balls
friction-gearing
friction-match
friction-wheel
frigate-bird
frock-coat
frontiersman
frost-line
frostwork
frou-frou
fruit-culture
fuel-gas
full-armed
full-back
full-blood
full-dress
furrowing-machine
fuse-gage
fusel-oil
fusil-mortar
fusing-point
gable-end
gable-window
gala-day
gala-dress
galley-fire
galley-proof
galley-slave
galley-work
gallows-frame
gall-stone
gambrelroof
game-bag
game-fowl
gamekeeper
game-law
gang-drill
gang-plank
gangway
garden-party
garden-plot
garden-stuff
garrison-artillery

gas-burner
gas-company
gas-compressor
gas-condenser
gas-engine
gas-field
gas-fixture
gas-lamp
gas-light
gas-main
gas-meter
gas-plant
gas-range
gas-retort
gas-tank
gas-water
gas-works
gate-keeper
gateman
gate-money
gate-post
gateway
gathering-board
gearing-chain
gear-wheel
gem-cutting
gemel-window
gentlefolk
gentleman
gentlewoman
germ-disease
ghost-story
giant-powder
gift-horse
gig-saddle
gig-saw
gilt-edged
ginger-ale
gingerbread
gin-house
glass-blower
glass-metal
glassware
glass-works
glee-club
gleeman
glow-lamp
glue-pot
gluten-bread
goatskin
go-cart
godchild
godfather
God-fearing
God-forsaken
godlike
godmother
God 'a-acre
gold-bearing
gold-dust
(properly golddust)
goldenrod
goldfish
gold-foil
gold-leaf
gold-mine
gold-note
goldsmith
golf-club
good-by
good-evening
good-morning
good-night
goodwife
good-will
gooseberry
goose-flesh
goose-quill
gouge-bit
governor-general
grain-car
grain-mill
grain-scale
grain-tin
grain-weevil
grammar-school
grandchild
grand-duke
grandfather
grandmother
granite-ware
granulating-machine
grape-shot
grass-green
grass-grown
grass-linen
gravel-pit
gravestone
graveyard
great-grand-father
greenback
greengrocer
greenhouse
greenroom
grill-room
grinding-machine
grinding-mill
grindstone

gripman
gripsack
grist-mill
groomsman
grotto-work
ground floor
ground-hog
ground-line
ground-rent
ground-swell
groundwork
grub-saw
guard-boat
guard-duty
guard-house
guard-irons
guard-mounting
guard-rail
guesswork
guest-chamber
guide-bar
guide-book
guide-post
guide-ropes
guildhall
guinea-fowl
gunboat
gun-carriage
guncotton
gunny-bags
gunny-cloth
gunpowder
gun-reach
gunshot
gunsmith
gun-stock
gun-wad
gutta-percha
hackman
hail-fellow
hailstone
hail-storm
hairbreadth
haircloth
hair-line
hair-spring
hair-work
half-and-half
half-breed
half-brother
half-dime
half-dollar
half-hour
half-length
half-mast
half-measure
half-moon
half-pay
half-price
half-shell
half-sister
half-sole
half-way
half-year
hallway
halyard-rack
hand-bag
handbill
handbook
hand-car
handcuff
hand-glass
hand-grenade
handkerchief
hand-made
handmaid
hand-organ
hand-press
hand-rail
hand-saw
handscrew
handspring
hand-to-mouth
hand-work
handwriting
hardware
headquarters
headstrong
headway
health-officer
hearsay
heavy-weight
henceforth
hereafter
hereby
hereof
hereupon
herewith
herself
hiding-place
high-born
high-bred
highway
himself
hind-foremost
hindsight
hinge-joint
hogshead

holdback
holystone
home-coming
homelike
home rule
homesick
homespun
homestead
homeward-bound
honey-cell
honeycomb
honeymoon
hoop-iron
hoop-skirt
horror-stricken
horse-artillery
horseback
horse-car
horse-guards
horsehair
horse-jockey
horseman
horse-race
horseshoe
horsewhip
horsewoman
hose-cart
hose-company
hose-coupling
hose-reel
hotbed
hothouse
hour-glass
hour-hand
hour-line
house-boat
household
housekeeper
housemaid
house-physician
house-surgeon
housetop
housewife
humankind
hundredweight
hunting-box
hunting-ground
hunting-watch
huntsman
hurricane-deck
husbandman
husking-bee
hymn-book
iceberg
ice-boat
ice-cap
ice-chest
ice-cold
ice-cream
ice-field
ice-house
ice-tongs
ice-wagon
ice-water
ideal-realism
idle-wheel
idol-worship
ill-advised
ill-treat
inasmuch
incense-burner
income
index-finger
index-gage
india-rubber
indwelling
infant-class
infantryman
ingot-iron
ingrowing
inkstand
inland
innkeeper
insect-powder
inside
inspector-general
invalid-chair
invoice-book
Irish-American
Irishman
iron-bound
iron-clad
ironclad
iron-foundry
iron-gray
ironing-board
iron-mould
iron-rust
ironsides
ironwork
iron-worker
iron-works
ivory-black
ivory-paper
ivory-white
ivory-yellow
jack-knife
jack-plane

jack-rabbit
jackstone
jail-delivery
jamb-post
jaw-bone
jet-black
jockey-club
jointing-machine
journal-book
journal-box
journeyman
judge-advocate
judgment-day
judgment-note
junk-dealer
junkman
junk-shop
jury-box
juryman
keen-witted
keepsake
kettledrum
keyboard
key-file
keyhole
key-note
keystone
kindergarten
kindling-wood
kingship
kinsman
kinswoman
kitchen-garden
kitchen-maid
knapsack
knee-breeches
knee-deep
knickknack
knife-blade
knight-errant
knighthood
knitting-machine
labeling-machine
laboratory-forge
labor-market
labor-saving
labor-union
lace-making
lacquer-ware
ladylike
lake-dweller
lambskin
lamb's wool
lampblack
lamp-chimney
lamplight
lamplighter
lamp-wick
land-breeze
land-compass
landholder
landlady
landlocked
landlord
landmark
land-office
landscape
landscape-gardening
landscape-painter
landslide
lap-board
latch-key
latch-string
lath-brick
latter-day
lattice-window
latticework
laughing-gas
laundry-maid
laundryman
law-abiding
lawbreaker
lawmaker
lawn-mower
lawn-tennis
law-officer
lawsuit
lay-figure
layman
lead-colored
lead-line
lead-pencil
leaf-gold
leaf-lard
leaf-mold
lean-to
leasehold
leave-taking
lecture-room
ledger-blade
leeward
leeway
left-handed
legal-tender
lese-majesty
letter-box
letter-carrier
letter-file
letter-head
letter-paper

letter-perfect
letter-press
level-headed
lever-engine
lever-jack
lieutenant-colonel
lieutenant-commander
lieutenant-governor
life-belt
life-boat
life-car
life-estate
life-giving
life-history
life-interest
lifelong
life-preserver
life-saving
life-size
lifetime
light-horse
lighthouse
lightning-proof
lime-kiln
lime-light
limestone
lime-wash
lime-water
lineman
linseed
linseed-oil
lion-hearted
lip-language
lip-reading
livelong
liveryman
livery-stable
living-room
load-line
loan-office
lock-box
lockjaw
lockout
locksmith
lock-step
lodestone
lodging-house
logging-camp
log house
log-roller
longhand
long-lived
long-primer
long-range
longshoreman
long-suffering
loophole
love-token
loving-cup
Low-German
lowland
low-pressure
lubricating-oil
lumberman
lumber-room
lumber-yard
lump-sugar
lynx-eyed
machine-made
machine-shop
madhouse
madman
madstone
magnifying-glass
mail-bag
mail-car
mail-carrier
mail-catcher
mailing-machine
mail-matter
mail-pouch
mail-train
main-deck
mainland
mainmast
main-rigging
mainsail
maintopmast
maintopsail-yard
major-general
make-believe
makeshift
malt-house
manhole
mankind
man-of-war
manor-house
man-servant
mansion-house
manslaughter
mantelpiece
mantel-shelf
manway
Manxman
Manxwoman
market-garden
market-place
marking-machine
marksman

marshland
mass-meeting
master-at-arms
masterpiece
master-stroke
masthead
match-box
match-shooting
maybe
May-pole
May-queen
meantime
meanwhile
measuring-chain
measuring-tape
measuring-wheel
meat-chopper
meat-saw
medicine-chest
meeting-house
melting-furnace
melting-pan
memorandum-book
memorial-stone
merry-go-round
merrymaking
mess-deck
mess-table
metal-casting
metal-work
midday
middle-aged
middleman
midland
Mid-Lent
midnight
midshipman
midstream
midsummer
midway
mile-post
mile-stone
milk-can
milking-stool
milkmaid
milkman
milk-tester
milk-warm
mill-dam
mill-driver
mill-pond
mill-race
mill-wheel
millwright
mince-meat
mind-reader
mind-transference
mining-camp
mining district
minute-book
minute-hand
minute-man
miracle-play
mission-school
miter-box
miter-joint
miter-plane
miter-square
mizzenmast
mock-heroic
modelling-clay
modelling-tools
moderator-lamp
moleskin
money-broker
money-lender
money-market
money-matter
money-order
monkey-engine
monkey-hammer
monkey-wrench
moonbeam
moonlight
moonstone
moor-grass
mooring-block
mooring-post
moorland
moreover
mortar-bed
mortar-board
mortar-boat
mortise-bolt
mortise-chisel
mortise-lock
mortising-machine
mosquito-netting
moss-agate
mother-country
mother-in-law
mother-lye
mother-of-pearl
mother-tongue
motor-car
molding-machine
mound-builder
mountain-chain

house-trap
moustache-cup
mouth-organ
mouthpiece
mowing-machine
mud-bath
mud-scow
muley-axle
muley-saw
multiplying-lens
multiplying-wheel
mummy-case
mummy-cloth
music-box
music-hall
music-stand
music-stool
musket-proof
musket-shot
musk-ox
muskrat
mussel-shell
mustard-poultice
muster-roll
muzzle-loader
muzzle-strap
namesake
narrow-gage
native-born
nature-worship
navy-bill
navy-register
navy-yard
neck-bearing
neck-chain
necklace
neckwear
needle-gun
needlewoman
needlework
nerve-cell
nerve-center
nerve-force
nerve-tissue
nest-egg
nevermore
nevertheless
new-born
New-Englander
New-Mexican
news-agent
newsboy
newspaper
New-year
New-Yorker
nickel-plated
nickname
night-bell
nightfall
night-lamp
nightmare
night-time
night-watch
night-watchman
ninepins
nobleman
noble-minded
nobody
nonesuch
noonday
Norseman
North-American
North-Carolinian
north-northeast
north-northwest
northwest
nosegay
note-book
notion-counter
notwithstanding
nowadays
nowhere
numbering-machine
nurse-maid
nutcracker
nutmeg-grater
nut-oil
nutshell
oar-lock
oarsman
oatmeal
oat-mill
object-lesson
object-object
oblique-angled
observation-car
obtuse-angled
Odd-fellow
odd-looking
offhand
office-holder
office-seeker
offset
offshoot
offspring
oftentimes
oil-can
oil-cloth
oil-factory
oil-gage

oil-gland
oilman
oil-mill
oil-painting
oil-press
oil-refining
oilskin
oil-stove
oil-tank
oil-well
olive-branch
olive-oil
on-coming
one-eyed
oneself
onlooker
open-air
openwork
opera-glass
opera-house
opera-singer
operating-table
opium-eater
opium-habit
orange-blossom
Orangeman
orange-peel
order-book
ordnance-office
ordnance-officer
ore-deposit
organ-grinder
organ-loft
organ-pipe
orphan-asylum
ostrich-farm
ostrich-feather
outbalance
outbid
outbreak
outbuilding
outcast
outcome
outcry
outdistance
outdoors
outfit
outgeneral
outgrow
outlast
outlay
outlook
outnumber
out-of-doors
outpost
outpouring
outrun
outspoken
outvote
outward-bound
outwit
overalls
over-anxious
overawe
overboard
overcast
overcharge
overcome
over-confident
overestimate
overflow
overgrown
overhead
overpower
over-righteous
overripe
overseer
overshadow
overstep
overtake
overthrow
overtime
overvalue
over-violent
overweight
ox-gall
ox-hide
oxidizing-furnace
ox-team
oyster-bank
oyster-boat
oyster-culture
oysterman
oyster-rock
ozone-paper
packet-ship
packhorse
packing-case
pack-load
paddle-box
paddle-wheel
painstaking
paint-brush
palace-car
pall-bearer
palm-oil
pampas-grass
panel-picture
panic-stricken
paper-hanger
paper-mill

paper-shell
paper-weight
papier-mâché
parade-ground
paraffin-oil
parcel-post
parchment-skin
paring-machine
parlor-car
parlor-organ
parole-arrest
part-owner
party-color
party-man
party-wall
passage-money
passageway
passenger-car
passenger-ship
passenger-train
passe-partout
passer-by
passion-play
passport
password
pasteboard
paste-pot
past-perfect
pastry-cook
pasture-land
patchwork
patent-right
patrolman
pattern-wheel
paving-stone
paving-tile
pawnbroker
pawnshop
pawn-ticket
pay-inspector
paymaster
pay-roll
peace-offering
peace-officer
pea-jacket
pearl-fishery
peat-bog
pebble-stone
pebbleware
pell-mell
pencil-compass
pencil-drawing
pencil-sketch
penholder
pennyweight
penny-wise
pepper-box
peppercorn
pepper-mill
peppermint
percussion-bullet
percussion-cap
percussion-gun
percussion-powder
perfecting-press
perforating-machine
petroleum-car
petroleum-still
pewholder
pew-rent
phonograph
piano-stool
pickaxe
picket-fence
picket-guard
picket-line
pickpocket
picture-gallery
piecemeal
piece-work
pier-glass
pigeon-fancier
pigeonhole
pigeon-house
pig-iron
pig-lead
pig-metal
pigskin
pile-dam
pile-driver
pilework
pilot-boat
pilot-engine
pilot-house
pilot-light
pince-nez
pincushion
pineapple
pine-cone
pine-knot
pine-oil
pin-head
pin-point
pipe-clay
pipe-coupling
pipe-covering
pipe-cutter
pipe-line
pipe-organ

pipe-stem
pistachio-nut
pistol-shot
piston-head
piston-pump
piston-rod
piston-valve
piston-whistle
pitch-black
pitchfork
pitfall
pivot-gearing
pivot-gun
pivot-man
plague-spot
plain-dealer
plainsman
plaiting-machine
plane-guide
planer-vise
planing-machine
planing-mill
plate-armor
plate-glass
plate-iron
playbill
playfellow
playground
playing-card
plaything
playwright
play-writer
pleasure-ground
pleasure-trip
plowing-machine
plowshare
plumb-level
plumb-line
plumb-rule
plummet-level
plunger-piston
pocket-book
pocketbook
pocket-edition
pocket-handkerchief
pocket-knife
pocket-pistol
point-blank
pointing-machine
point-lace
polarization-microscope
pole-chain
policeman
policy-holder
polishing-machine
polishing-powder
polka-dot
polling-booth
poll-tax
pontoon-bridge
poor-farm
poorhouse
porcelain-cement
porcelain-clay
porte-bonheur
porte-cochère
portrait-painter
postage-stamp
postal-card
post-card
post-free
post-haste
postman
postmark
postmaster
postmaster-general
postmeridian
post-mortem
post-nuptial
post-office
post-paid
post-trader
pottery-ware
poultry-farm
poultry-yard
pound-foolish
pound-keeper
pound-weight
pourparler
pousse-café
poverty-stricken
powder-flask
powder-horn
powder-magazine
powder-mill
powder-mine
powder-puff
power-house
power-machine
power-press
praiseworthy
prayer-book
prayer-meeting
present-perfect
press-agent
pressman
press-mark

press-proof
pressroom
pressure-bar
pressure-gage
presswork
price-list
price-tag
prie-dieu
priestcraft
priming-machine
priming-powder
printing-house
printing-ink
printing-machine
printing-office
printing-press
printing-telegraph
prison-bars
prison-ship
prison-van
prize-court
prize-fight
prize-money
produce-exchange
produce-merchant
profit-sharing
proof-reader
proof-sheet
propeller-engine
propeller-shaft
propeller-wheel
property-tax
prose-writer
proving-ground
provision-merchant
pruning-knife
psalm-book
pulley-block
pulley-wheel
pulp-engine
pulp-mill
pumice-stone
pump-gear
pump-handle
pump-room
pump-well
punching-bag
purse-proud
pursing-block
pursing-gear
push-button
putty-knife
quadrant-compass
quarry-faced
quarrying-machine
quarryman
quarry-slave
quarter-back
quarter-boat
quarter-deck
quartermaster
quartermaster-general
quarter-rail
quarter-section
quicklime
quick-march
quicksand
quicksilver
quickstep
quilting-bee
quilting-frame
quitclaim
quotation-mark
race-course
race-horse
race-track
raceway
rack-saw
radius-saw
raftsman
ragman
rag-shop
rail-guard
railroad
rail-saw
rail-splitter
railway
railway-crossing
railway-switch
railway-tie
rainbow
rain-drop
rainfall
rain-gage
rain-maker
rain-storm
rain-water
ramrod
ramshackle
range-lights
rarebit
rawhide
razor-strop
reading-desk
ready-made
reaming-iron

reaping-machine
rear-admiral
receipt-book
receiving-vault
reception-room
reclining-chair
recreation-ground
recruiting-party
red-letter
reed-instrument
reed-organ
reel-cotton
refrigerating-chamber
refrigerating-machine
refrigerator-car
register-office
rendering-tank
rent-free
repair-shop
request programme
requiem-mass
rest-cure
resting-place
retort-house
return-cargo
return-ticket
revenue-officer
reversing-gear
rib-bone
rice-field
rice-flour
rice-mill
rice-paper
rice-plantation
ridge-roof
riding-habit
riff raff
rifle-ball
rifleman
rifle-range
rifle-shot
rigging-loft
right-angled
rinderpest
ringleader
ring-master
rip-saw
river-bottom
river-craft
riverside
river-water
riveting-machine
riving-machine
road-bed
road-machine
roadman
road-surveyor
roadway
robe-de-chambre
rock-bound
rock-crowned
rock-crystal
rock-drill
rocking-chair
rock-oil
rock-salt
rod-iron
rodman
roller-mill
roller-skate
roller-towel
rolling-mill
rolling-pin
roll-top
roof-guard
roof-tree
room-mate
root-beer
rope-walker
rose-bush
rose-cut
rose-water
rosewood
rouge-et-noir
rough-dry
rough-rider
roughshod
Roundhead
roundhouse
round-robin
or
roundrobin
rowboat
rowlock
rubbish-heap
rubble-stone
rubble-work
rudder-chain
ruling-machine
runabout
runagate
runaway
rush-bottomed
rush-candle
rushlight
rust-proof
Sabbath-breaker

Sabbath-school
sachet-powder
sackcloth
sack-coat
saddle-bag
saddle-girth
saddle-horse
sad-iron
safe-conduct
safeguard
safe-keeping
safety-lamp
safety-pin
safety-razor
safety-valve
sage-green
sago-palm
sailboat
sail-cloth
sailing-master
sailing-orders
sailmaker
saintlike
salesman
salesroom
saleswoman
salmon-fishing
salt-box
salt-cellar
salt-rheum
salt-water
sample-card
sandalwood
sand-bank
sand-bed
sand-brake
sand-drift
sand-hill
sandpaper
sand-pump
sandstone
sand-storm
sang-de-boeuf
sang-froid
sash-fastener
sash-frame
satin-finish
satinwood
saucepan
savoir-faire
savoir-vivre
sawdust
sawhorse
sawmill
saw-vise
S-brake
scalework
scalping-knife
scalp-lock
scapegoat
scapegrace
scarecrow
scarf-pin
scene-painter
scene-shifter
scent-bottle
school-board
school-book
school-boy
schoolcraft
school-days
school-house
schoolmaster
schoölmate
school-time
scissors-grinder
scoop-net
scouring-machine
scrap-book
scrap-heap
scrap-iron
scrap-metal
screech-owl
screening-machine
screw-driver
screw-wrench
scroll-saw
scrollwork
scrubbing-board
scrubbing-brush
scrub-oak
scytheman
sea-biscuit
seaboard
sea-breeze
sea-captain
sea-coast
seafarer
sea-foam
sea-going
sea-green
sea-level
sealing-wax
seal-press
seaman
seaming-machine
sea-monster
seaport
seascape
sea-shore

seasick
seaside
sea-wall
second-class
second-hand
section-beam
section-plane
sedan-chair
seed-crusher
seed-drill
seeding-machine
seeding-plow
seedsman
seed-time
see-saw
self-absorbed
self-command
self-confidence
self-contempt
self-control
self-culture
self-deceit
self-defense
self-destruction
self-esteem
self-evident
self-possession
self-preservation
self-protection
self-reproach
self-respect
self-restraint
self-sacrifice
selfsame
senate-chamber
senate-house
sense-perception
sentry-box
serpent-like
servant-girl
sevenfold
seven-thirty
sewer-basin
sewer-gas
sewerman
sewing-circle
sewing-machine
sewing-materials
shadow-figure
shadow-test
shamefaced
sharp-shooter
shaving-brush
shaving-cup
shawl-strap
sheaf-binder
sheathing-paper
sheath-knife
sheep-cote
sheepfold
sheep-market
sheep-pen
sheep-shears
sheepskin
sheet-anchor
sheet-iron
sheet-lightning
sheet-metal
shell-fish
shell-ice
shellman
shell-room
shepherd-dog
shingle-machine
shingle-mill
shingle-roofed
ship-biscuit
ship-builder
shipmaster
ship-owner
shipping-bill
shipping-clerk
ship-railway
shipwreck
shipwright
shipyard
shirt-sleeve
shirt-waist
shoeblack
smoke-stack
smoking-car
snail-pace
snap-shooter
sneak-thief
snow-bound
snow-drift
snowfall
snowflake
snow-plow
snow-shed
snow-shoe
snow-shovel
snow-storm
snuff-box
so-and-so
soap-bubble
soap-fat
soapstone
soap-suds
social-democratic
socket-bayonet

socket-wrench
soda-biscuit
soda-cracker
soda-fountain
soda-water
sofa-pillow
soft-shell
soldering-furnace
soldering-iron
soldier-like
solicitor-general
somebody
somehow
somewhere
son-in-law
soothsayer
sounding-board
sounding-lead
sounding-line
sound-wave
South-African
South-American
South-Carolinian
southeast
southwest
sowing-machine
space-line
spalding-machine
span-piece
span-roof
spar-deck
spare-built
spararib
spark-arrester
spark-consumer
speaking-machine
speaking-trumpet
speaking-tube
speaking-voice
spearman
speechmaker
speed-gage
speed-indicator
speed-pulley
spellblind
spellbound
spelling-book
spelling-match
spendthrift
sperm-oil
spider-web
spill-trough
spillway
spinning-jenny
spinning-machine
spinning-wheel
spirit-lamp
spirit-level
spirit-world
splint-bandage
splitting-saw
spokesman
spool-cotton
sportsman
spraying-machine
spray-nozzle
spread-eagle
spring-balance
spring-bar
spring-bed
spring-board
spring-flood
shoe-blacking
shoe-horn
shoe-leather
shoemaker
shoe-string
shooting-box
shooting-gallery
shooting-jacket
shooting-star
shop-girl
shopkeeper
shoplifter
shore-line
shoreman
shortcake
short-circuit
short-coming
shorthand
shot-cartridge
shot-gun
shot-tower
shoulder-blade
shoulder-brace
shoulder-strap
show-bill
show-case
shower-bath
showman
shrimp-net
shuttlecock
sick-leave
side-arms
side-comb
side-dish
side-light
sidelong
side-saddle
side-show
side-table

side-track
side-view
side-wheel
siege-gun
sight-bar
sight-draft
sight-reader
sight-seeing
signal-box
signal-flag
signal-gun
signal-light
signalman
signal-officer
signal-rocket
signal-service
signal-tower
sign-board
sign-post
sign-symbol
silk-culture
silk-mill
silk-weaver
silkworm
silvering-machine
silver-plated
silversmith
silverware
singing-school
single-bar
single-fire
single-handed
singsong
sinking-fund
siphon-pump
sister-in-law
six-shooter
sixty-fourth
skating-rink
sketch-book
skim-milk
skin-deep
skin-tight
skipping-rope
skirmish-line
skullcap
sky-blue
sky-high
skylight
sky-line
slabstone
slate-pencil
slaughter-house
slave-born
slaveholder
slave-ship
slave-trade
sleeping-car
sleeping-draught
sleigh-bell
sleigh-ride
sling-stone
slip-knot
slippery-elm
slip-shakle
slipshod
slip-stitch
sluice-gate
sluiceway
small arms
smelling-salts
smelting-furnace
smelting-works
smoke-condenser
smoke-consumer
smoke-jack
spring-lock
spring-mattress
springtime
spring-wagon
spy-glass
square-built
stable-boy
staff-captain
staff-duty
staff-officer
stage-coach
stage-direction
stage-door
stage-manager
stage-whisper
staircase
stair-rod
stake-boat
stamp-collecting
stamping-machine
stamp-office
stand-by
standing-room
stand-pipe
standpoint
standstill
starboard
star-chamber
starlight
starting-point
starting-wheel
statecraft
state-house
state-room

states-general
statesman
station-house
station-master
statute-book
staylace
steadfast
steamboat
steam-boiler
steam-cock
steam-engine
steam-gage
steam-generator
steam-governor
steam-heat
steam-launch
steamship
steam-yacht
steel-engraving
steel-ore
steelware
steelwork
steel-works
steeplechase
steerageway
steersman
stem-winder
stepbrother
stepchild
stepfather
step-ladder
stepmother
step-parent
stepping-stone
stepsister
stereotype-metal
stern-board
stern-port
stern-sheets
stern-wheeler
sticking-plaster
sticking-point
still-hunt
stirrup-leather
stock-account
stock-book
stock-breeder
stock-car
stock-exchange
stock-farm
stock-holder
stock-list
stock-market
stock-still
stock-taking
stock-yard
stomach-pump
stomach-tooth
stone-crusher
stone-cutter
stone-dresser
stone-engraving
stone-hammer
stone-mason
stone-saw
stone-shot
stoneware
stonework
stone-works
stone-yard
stop-cock
stop-over
storehouse
storekeeper
store-ship
storm-belt
storm-door
storm-sail
storm-signal
storm-zone
story-book
story-teller
story-writer
stovepipe
stove-polish
straightforward
strait-jacket
strawberry
straw-color
street-car
street-door
street-sprinkler
string-band
string-orchestra
stronghold
strong-minded
stud-book
stud-farm
stumbling-block
stump-puller
subject-matter
subject-object
suction-pipe
suction-pump
suction-valve
sugar-beet
sugar-cane
sugar-house
sugar-kettle
sugar-mill
sugar-planter

sugar-refinery
sulky-cultivator
sulky-plow
sulphur-spring
summer day
summer-house
sun-bath
sunbeam
sunbonnet
sunburn
Sunday-school
sun-dial
sundown
sunlight
sun-ray
sunrise
sunset
sun-worship
supply-train
sure-footed
surface-car
surface-water
surf-boat
surfman
surgeon-general
swan's-down
sweetmeat
sweet-oil
swimming-school
switchboard
switching-engine
switchman
switch-signal
sword-belt
sword-hilt
swordman
S-wrench
sylph-like
tabby-cat
table-board
table-land
table-linen
table-spoon
tableware
tack-hammer
tailor-made
talking-machine
tallow candle
tallow-chandler
tally-ho
tallyman
tank-engine
tank-iron
tape-line
tape-measure
target-firing
tariff-ridden
tar-oil
taskmaster
task-work
tavern-keeper
tax-gatherer
taxpayer
tax-sale
T-bar
T-cart
tea-caddy
tea-canister
teacup
tea-drinker
tea-gown
tea-house
tea-party
tea-pot
tear-drop
tear-duct
tea-room
tea-set
teaspoon
telegraph-cable
telegraph-key
telegraph-pole
tennis-court
tenpins
tension-bar
tension-rod
tension-spring
terra-cotta
text-book
thank-offering
thanksgiving
T-head
theater-party
themselves
thereabouts
thereby
therefore
T-hinge
third-class
thorough-bass
thoroughbred
thoroughfare
thought-transference
thought-wave
threshing-ma-
threadbare
threefold
three-ply
three-quarters
threescore

chine
thumb-mark
thumb-piece
thumb-screw
thunderbolt
thunderclap
thunder-cloud
thunder-shower
thunder-storm
thunderstruck
ticket-holder
tide-gage
tide-gate
tide-mark
tide-table
tide-water
tide-wave
tile-drain
tile-kiln
tile-machine
tile-ore
tilestone
tile-works
timber-line
timberman
timber-yard
time-book
time-card
time-fuse
time-honored
timekeeper
timepiece
time-table
tinder-box
tin-foil
tinman
tin-shop
tinsmith
tintype
tinware
tin-works
tiptoe
T-iron
tissue-paper
titbit
title-deed
title-page
T-joint
toadstool
to-and-fro
toast-master
tobacco-pipe
tobacco-plant
to-day
or
today
toilet-set
toilet-soap
toll-bridge
toll-gate
toll-gatherer
to-morrow
or
tomorrow
tombstone
tongue-tied
to-night
or
tonight
tool-chest
toothache
toothpick
tooth-powder
topaz-rock
top-drain
topgallant
topgallant-
shrouds
top-heavy
topknot
topmast
topmast-shrouds
topsail
topsail-yard
topsyturvy
torch-light
torpedo-boat
torpedo-net
torpedo-school
tortoise-shell
touchstone
tower-clock
tow-line
townfolk
town-meeting
town-talk
toy-shop
T-panel
T-plate
tracing-lines
tracing-machine
tracing-wheel
trackmaster
traction-engine
traction-wheel
trade-mark
trade-name
tradesfolk
tradesman
trade-union
trade-unionism

trade-wind
traffic-manager
T-rail
training-school
training-ship
trainman
tram-car
tramway
transfer-book
transfer-resistance
transferring-machine
transfer-work
transformation-scene
transom-window
transport-ship
trap-door
travelingbag
treadmill
treadwheel
treasure-house
treasure-trove
trial-trip
tribesman
tribute-money
trip-hammer
troop-horse
troop-ship
truck-farm
truckman
trump-card
trumpet-call
trumpet-major
trunk-line
trustworthy
T-square
tuning-fork
tunnel-shaft
turfman
turning-point
turn-table
turret-ship
twelve-score
twenty-second
twin-pair
twofold
two-ply
type-foundry
type-gage
type-matrix
type-metal
type-mold
typesetter
typewrite
typewriter
typewriting
typo-etching
U-bolt
umbrella-stand
underbid
underbrush
under-clerkship
underclothing
undercurrent
underestimate
underfoot
undergo
under-grade
undergraduate
underground
underhand
underlie
underpay
underproduction
underrate
underscore
under-secretary
under-sheriff
undersized
understand
understratum
understudy
under-tenant
undertow
up-country
uphold
uplift
upright
uproar
uproot
up-stairs
upstream
up-stream
up-street
up-town
upturn
urn-shaped
utility-man
U-tube
vaccine-point
vacuum-brake
vacuum-pan
vacuum-tube
vacuum-valve
vainglory
valve-cock
valve-gear
vanguard
vanilla-bean

vantage-ground
vapor-bath
vapor-engine
vapor-lamp
variety-show
V-bob
ventilating heater
vent-pipe
vertigris-green
verse-maker
vestry board
vestryman
V-hook
vice-admiral
vice-chairman
vice-chancellor
vice-consul
vicegerent
vice-president
viceregal
vice-regent
viceroyalty
vine-culture
vinegar-cruet
vineyard
vis-à-vis
visiting-card
volley-gun
volute-compass
vortex-motion
V-point
wage-earner
wagon-load
wagon-tongue
wagonwright
wainscot-panel
wainwright
waiting-room
wall-paper
walnut-oil
warcraft
war-cry
wardrobe
ward-room
warehouseman
wareroom
warfare
war-flame
war-horse
warm-blooded
war-office
war-paint
war-path
war-ship
war-song
war-tax
wash-board
wash-boiler
washerwoman
washing-machine
washing-powder
washout
waste-basket
waste-pipe
waste-preventer
watch-dog
watch-fire
watch-guard
watchmaker
watch-tower
watchword
water-back
water-barometer
water-bound
water-carrier
water-color
water-cooler
watercourse
water-cress
water-cure
waterfall
water-gage
watering-can
watering-trough
water-line
watermelon
water-mill
water-proof
or
waterproof
water-route
watershed
water-tax
waterway
water-wheel
waterworks
wave-line
wax-doll
waxwork
way-bill
wayfarer
waylay
way-passenger
way-post
wayside
way-station
wearing-apparel
weather-bound
weathercock
weather-gage
weather-report

weather-service
weather-sign
weather-strip
weather-vane
weather-worn
wedding-cake
wedding-cards
wedding-ring
wedge-shaped
wedlock
week-day
weighing-machine
well-being
well-drill
well-house
well-water
Welshman
whale-boat
whalebone
whale-oil
whaling-station
wharf-boat
wharfman
wheat-field
wheat-rust
wheelbarrow
wheel-house
wheelman
wheel-race
wheelwright
whencesoever
whenever
whereas
whereby
whereof
wheresoever
whereupon
whetstone
whip-cord
whipping-post
whip-saw
whip-socket
whirlpool
whirlwind
whist-player
whitewash
wholesale
whooping-cough
wickerwork
wicket-gate
wide-awake
wide-spread
wild-fire
willy-nilly
windbound
windfall
winding-sheet
winding-tackle
wind-instrument
windmill
window-pane
window-seat
windpipe
wind-storm
windward
wine-glass
wineglassful
wine-merchant
wireman
wirework
wiseacre
wishing-rod
witchcraft
witch-hazel
witness-box
witness-stand
womankind
womanlike
wood-alcohol
wood-anemone
wood-awl
wood-hewer
woodland
woodman
wood-paper
woodpile
wood-sawyer
wood-shed
woodsman
woodwork
word-painter
word-picture
work-basket
workhouse
working-class
working-man
workman
workroom
workshop
work-table
world-old
world-wide
worm-eaten
wormwood
worn-out
wrecking-car
wrecking-pump
wristband
wrist-bone
writing-desk
writing-machine

writing-paper
wrong-doer
wrought-iron
yacht-club
yachtsman
yardman
yard-measure
yard-rope
yard-tackle
Y-cross
year-book
yeast-powder
yellow-jack
Y-level
yokefellow
yoke-mate
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The Sentence
The Noun
The Pronoun
The Adjective
Reference Department
Formation of the Plural of Proper Nouns
Irregular Plurals
Collective Nouns
The Verb
The Gerund or Verbal Noun
The Infinitive
The Complement
Concord of Subject and Verb
Geographical Names
Verbs
Shall and Will; How to Use them
The Infinitive Mode
Concord of Tenses
Concord of Auxiliary and Verb
The Adverb
The Preposition
The Conjunction
The Interjection
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